

Jewel Winters

Contact

11213 – 97 Street NW
Edmonton, AB
T5G 1X2
780.993.2474
jewel.a.winters@gmail.com

Dear Hiring Professional

Are you looking for an exceptional team member who has:

- Attention to detail, and pride in workmanship and teamwork
- A growth and service mindset with excellent business and service skills
- The ability to learn quickly, plenty of intuition and ambition, and great interpersonal skills
- Excellent written and oral communication skills
- A passion to learn and to increase skills

If so, look no further. You will see from my enclosed resume that I meet all these qualifications and more.

My volunteer and work experience communicate I am well-fitted for success in this role, having set up and taken down (process) experience, sanitation (cleanliness and organization skills) and replenishment (initiative) skills, along with excellent personalized service (individualized communication and customer service skills), and time management (motivation and productivity) skills. I also bring a high awareness of (to) detail, and a valuable diversity of skill, talent, knowledge and experience, including leadership skills and experience. Do not hesitate on your opportunity to schedule an interview for your benefit. Feel free to call me with the phone number provided or reach out via email. The best time to reach me is between 9:00 a.m. and 5:00 p.m. MST. You may also leave a voice message at any time as I will promptly return your call during business hours.

Thank you for taking the time today to consider my resume. I am looking forward to connecting with you.

Sincerely,
Jewel Winters

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Education

Concordia University of
Edmonton
Edmonton, AB
1st Year BA Psychology + Music
GPA 3.38

Key Skills

Adaptive
Communicative
Intuitive
Problem Solver
Team Builder

Objective

To gain a Part-time or Full-time job over Summer and throughout the school year so that I can complete my studies. To build connections, relationships, and team pride wherever I am. To continuously learn new things, develop new skills, and to encourage, support, and help those around me.

Experience

MAY 2023 – PRESENT

Sunday Morning Worship Volunteer | AHS – Glenrose
Rehabilitation Hospital

JULY 2023 – OCTOBER 2023

Patient Visitor and Recreational Support Volunteer | AHS –
Glenrose Rehabilitation Hospital

JULY 2022 – MARCH 2023

**Landscape Crew Member promoted to Office Administrative
Assistant** | Think Green Alberta LTD.

Communication

Service-minded customer engagement and support, intuitive insight matched with well-established interpersonal skills, having also language and computer literacy, a reliably positive attitude, and a pleasant disposition with integrity and confidence.

Leadership

Building pride, teamwork, personal leadership and team leadership in those I work and volunteer with, having the character to have successfully moved through the field positions and into the office, having also grown and expanded roles as a volunteer with AHS before(during) the start of Fall and Winter Semesters.

References

Available upon request.

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Certification and Qualification

Institution	Certification
Alberta Health Services	AB Food Safety Basics Certificate
Alberta Health Services	AB Food Safety Basics Farmer's Market Certificate
Alberta Health Services	Psychological First Aid Certificate
Canadian Mental Health Association	ASIST 11 – Applied Suicide Intervention Skills Training Certificate
Edmonton Police Service	Clear Criminal Record Check with Vulnerable Sector Check
Government of Alberta	Class 1 Driver's Licence
Government of Alberta	Freedom of Information and Protection of Privacy Certificate
Government of Alberta – AGLC	ProServe Certificate
Mental Health Commission of Canada	Mental Health First Aid Certificate
Royal Canadian Mounted Police	Clear Criminal Record Check with Vulnerable Sector Check
SafeCheck Training – Calgary	Advanced Food Safety Certificate
SafeCheck Training – Calgary	Bloodborne Pathogens Certificate
SafeCheck Training – Calgary	Covid-19 Awareness for Food Service Certificate
SafeCheck Training – Calgary	Fire & Fire Extinguisher Safety Certificate
SafeCheck Training – Calgary	Food Allergen Awareness Restaurants, Catering & Retail Certificate
SafeCheck Training – Calgary	Food Delivery Driver Safety Certificate
SafeCheck Training – Calgary	Personal Protection Equipment Certificate
SafeCheck Training – Calgary	Slip, Trip, and Fall Protection Certificate
SafeCheck Training – Calgary	The Respectful Workplace for Employees Certificate
SafeCheck Training – Calgary	WHMIS 2015 Certificate
Safety Spectrum Services – Edmonton	Standard First Aid with AED & CPR Level C