

KIMBERLY MCCARTNEY

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OBJECTIVE

An organized and determined individual seeking the position of a kitchen helper on the Tokyo Express team. Self-motivated and eager to learn new skills.

EXPERIENCE

Yardwork — JULY 2020 – PRESENT

- Taking care of the yard in numerous ways such as neatly cutting the lawn, correctly identifying and pulling out invasive weeds, and cleaning up to ensure the area is visually appealing and safe.
- Tending to flowers by assessing what needs must be fulfilled each day. Transferring plants carefully from their pots, selecting and removing wilted flowers to maintain consistent and healthy growth.

Housekeeping — FEBRUARY 2019 – PRESENT

- Weekly cleaning for the home owner while simultaneously dog-sitting, putting the pet at a safe distance to prevent exposure to toxic chemicals and letting surfaces dry before allowing the dog's entry.
- Dusting delicate objects with caution, organizing items to give an aesthetic, visually pleasing appearance. Washing surfaces, sweeping and mopping the flooring in the home to maintain a safe and clean environment.
- Using appropriate cleaning agents for sanitization. Regularly disposing of garbage, sorting recyclable items from non-recyclables.

Dog-Sitting — FEBRUARY 2019 – JUNE 2020

- Caring for a small dog in the absence of his owner 3–5 times a week by arriving at the home on time each day, reviewing and carrying out instructions given by the owner. Having a flexible schedule and staying in contact in the matter something comes up and the animal needs alternative care.
- Following instructions like giving accurate dosage of medications, feeding schedules, in addition to notifying the owner of any problems that arose and updating them regularly.
- Keeping the animal safe, ensuring all of its needs were met, and cleaning up after it.

VOLUNTEER EXPERIENCE

Mill Woods Seniors Association — JUNE 2024 – PRESENT

- Greeting seniors in a friendly and enthusiastic manner, maintaining a welcoming attitude.
- Promoting weekly and monthly programs within the association, reviewing daily activities, and responding to inquiries or concerns from elders upon their arrival.

- Frequently surveying the surroundings, cooperating with staff and fellow volunteers during tense situations to ensure a safe atmosphere for seniors at all times.
- Providing solutions such as serving and pouring water to prevent dehydration among guests.
- Checking in with the volunteer coordinator and following their suggestions.

The Heritage Festival — AUGUST 2023

- Working on the Green Team to maintain a clean environment for guests attending the event.
- Collecting garbage on the lot, greeting and interacting with guests, directing guests to locations, and answering questions.
- Listening to instructions as directed by supervisors and making adjustments after receiving feedback.
- Walking and standing for long periods of time under summer heat conditions.
- Attention to detail, i.e spotting trash. High level of collaboration with others.

SKILLS

- Reliable
- Team player
- Flexible
- Ability to multitask
- Bilingual

French — B1/Lower Intermediate

- Ability to converse using everyday speech, offering brief descriptions and participating in conversations of familiar topics, shifting between past, present and future tenses, plus discussing in formal or informal speech.
- Completion of routine interactions involving direct exchange of information and communicating immediate needs in a simple manner.
- Particular confidence in reading and listening comprehension, with the ability to communicate thoughts effectively when required.

CREATIVE PROJECTS

Write-A-Lot-Glot — AUGUST 2022 – PRESENT

A personal blog where I track my journey to becoming multilingual with proficiency in French, Japanese, and many other foreign languages. On the blog, I record how I study in the form of weekly, monthly, and quarterly progress updates as I advance. As well, I review the learning methods I use, explain the struggles and milestones I experience in-depth, plus set structured short-term and long-term goals I wish to achieve in language learning. To conclude each blog post, I add a motivational quote or song to inspire positivity.

REFERENCES

Excellent references available upon request.