

ADDY FORTH

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 Edmonton , AB T5E 3L2

PROFESSIONAL SUMMARY

Driven and compassionate professional with a diverse background in volunteering at the YMCA, housekeeping in my neighborhood, babysitting for family and friends, and managing an e-commerce venture, Addy's Crochets. Excelled in project planning and customer relations, significantly enhancing community engagement and customer satisfaction. Demonstrates a unique blend of creativity, patience, and determination, ensuring outstanding results in every endeavor.

SKILLS

Patient
Quick Learner
Team Management
Communication
Problem Solving
Active Listener
Relationship Building
Self-Directed
Determined
Persistent
Customer Relations
Project Planner

EDUCATION

Austin O'Brien

Edmonton, AB

WORK EXPERIENCE

School/YMCA/ Church - Volunteering

Edmonton, AB • 06/2023 - Current

- Engaged in extracurricular activities such as math clubs, tutoring, or volunteering to broaden mathematical experience and network with peers.
- Contributed to a successful school culture by serving on various committees, organizing events, and volunteering for extracurricular activities.
- Developed targeted marketing materials to promote volunteering opportunities within the community at large.
- Strengthened interpersonal communication abilities through constant interaction with diverse populations during volunteering events.
- Developed strong relationships with schools, community centers, and other stakeholders to promote the value of youth volunteering.

My Neighborhood - Housekeeper

Edmonton, AB • 06/2020 - Current

- Disinfected and mopped bathrooms to keep facilities sanitary and clean.
- Cleaned and stocked guest rooms by replacing used towels and linens vacuuming floors, making beds, and restocking bathroom items.
- Vacuumed rugs and carpeted areas in offices, lobbies, and corridors.
- Maintained a spotless environment for guests through diligent daily housekeeping tasks.
- Maintained clean and comfortable environments in commercial buildings by vacuuming, cleaning windows, and dusting.

Addy's Crochets - E-Commerce

Edmonton, AB • 01/2023 - 03/2024

- Kept abreast of industry trends and emerging technologies, ensuring the e-commerce platform remained current and competitive in a fast-paced market.

Community - Babysitting

Edmonton, AB • 07/2018 - Current

- Talked to parents about concerns or issues with children during babysitting.
- Built trust with both parents and children by consistently demonstrating professionalism, punctuality, and dependability throughout each babysitting assignment.
- Kept detailed records of each babysitting session including hours worked, activities completed, and any pertinent notes for parents.
- Maintained clean and organized living spaces throughout duration of babysitting responsibilities.