

**JAKE MOYAH**

Edmonton, Alberta T5K 1S2

(780)-616-2328

kavvioc@gmail.com

**SKILLS:**

- Team player and Leader
- Patient
- Experience with people
- Detail oriented
- Knowledgeable in using various tools such as hand tools, bicycle building and refurbishing
- Communication skills and giving instruction
- Available to work flexible hours
- Familiar with importance of work safety and procedures
- Organisational skills
- Comfortable with multi-tasking
- Intermediate computer skills (Microsoft Word, emailing attachments, etc.)
- Operation in removal such as lawn mowing, hedge-cutting, branch removal, and ladder safety

**WORK EXPERIENCE:**

**Freelance Artist/ Commission Work**

*2019-present*

*Character Artist*

*Edmonton, Alberta*

Duties:

- speaking with clients for the kind of artwork they are requesting
- arranging invoices to ensure secure payment
- completing work prior to deadline placed and to clients satisfaction

**Aramark / 2023 Artemis Gold Inc.**

*2023*

*Food Service Worker*

*Blackwater, BC*

Duties:

- maintain cleanliness within the kitchen and dining area
- restocking goods and preparation for lunch/dinner time
- keeping stock and requesting stock when running low
- assisting cooks when it's requested in a timely manner

**Donewell Property SVC**

*2022*

*Landscaper/General Labor*

*Edmonton, Alberta*

Duties:

- removing/raking leaves
- cutting/mowing grass
- operating leaf blowers and other machinery

**BC Cherries**

*2021-2021*

*Manual Labor/Assistant Supervisor*

*Kelowna, British Columbia*

Duties:

- removing/setting up ladders for harvest
- supervising employees to ensure safety procedures are being followed
- keeping track of orders
- problem solving when conflict occurs

- keeping record of time sheets
- handling and moving materials
- mentoring new/unfamiliar employees on harvesting skills and procedures

**Boyle Street Education Centre**

2017-2019

*Assistant Cook*

*Edmonton, Alberta*

Duties:

- food preparation
- storing food according to food safety regulation
- keeping workplace clean and orderly
- washing dishes and utensils
- following quick paced work and demand on time

**TRAINING/CERTIFICATION:**

Bent Arrow Traditional Healing Society 2022

- Time Management
- Communication Skills
- Volunteer Award for exceptional volunteer work within the organization
- Financial Management

**Tickets:**

- First Aid & CPR/AED level C
- Food Safe

**VOLUNTEER:**

**Deep Freeze Festival**

2023

*Helper*

*Edmonton, Alberta*

Duties:

- confirming waiver signs have been completed
- money handling
- completing purchases through POS system
- directing where events are occurring and providing information

**Spoke Bikes**

2017-2018

Bicycle Mechanic

*Edmonton, Alberta*

Duties:

- examine bicycles and examine needs for upgrades and repairs
- install, repair, replace various parts such as handlebars, tires, seats, etc.
- build and assemble new bicycles
- inspect/replace tire tubes when needed
- familiar with using hand tools such as screwdrivers, wrenches, wheel balancers, etc.
- Understands basic principles of bikes