

## **Jessica Smith**

647-240-9669

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### **SUMMARY OF QUALIFICATIONS:**

- Knowledgeable of the OBC, OFC (Part 4 and Part 9), Fire investigations and Revit
- Fast learner, well organized and highly motivated with proven success
- Excellent time-management, communication and organization skills
- Self-motivated, professional, confidential, trustworthy
- Complete challenging tasks with great multi-tasking ability
- Dependable, reliable and flexible to work overtime
- Works well in a fast-paced environment while paying attention to detail
- Ability to work with minimum supervision as well as in a group environment

### **EDUCATION**

#### **Seneca College of Applied Arts and Technology - Toronto, Ontario**

Fire Protection Engineering Technology (FPT)

Ontario College Advanced Diploma (2019)

#### **New Brunswick College of Craft and Design – Fredericton, New Brunswick**

Textile Design Diploma (2005)

Foundation Visual Arts Certificate (2003)

### **CERTIFICATIONS**

- NFPA 472 Hazardous Materials Awareness Level 4 Certificate (2018)
- Ontario Driver's License G
- Ontario Security Guard License
- Standard First Aid & CPR/AED Level C

## **EMPLOYMENT HISTORY**

**Tutor and Proctor** (06/2018 - *Present*)

**Seneca College of Applied Arts and Technology - Toronto, Ontario**

Provide tutoring in Math, Fire Dynamics, Fire Pumps, Ontario Building Code and Ontario Fire Code for students one-on-one and in a classroom environment. Monitor students during an examination.

**Security Guard** (06/2013 - *Present*)

**Gardiner Museum - Toronto, Ontario**

Provide customer service for patrons. Monitor access control and perform weekly fire pump tests.

**Recreation Coordinator** (08/2014 - 02/2017)

**Pool People Limited – Mississauga, Ontario**

Created ongoing planning and development of recreation leisure programs and organized fitness classes. Provided residents with opportunities for fitness, sports, recreation and promote a healthy lifestyle.

**Security Guard** (07/2013 - 07/2014)

**Paragon Security - Toronto, Ontario**

Provided customer service to residents, monitored CCTV and fire panel, responded to fire alarms and noise complaints, foot patrol, and maintain building access control. Write incident and daily reports.

**Security Guard** (05/2013 - 08/2013)

**Epic Cruises River Gambler - Toronto, Ontario**

Performed screening of guests and maintained crowd control aboard the ship.

**Security Guard** (09/2012 - 04/2013)

**Skanna Security and Investigations Inc. - Toronto, Ontario**

Provided front desk reception duties and patrolled the premises of a Home Depot distribution centre.

**Custodian** (04/2008 - 07/2011)

**Omni Facility Services - Fredericton, New Brunswick**

Influenced the company's decision to provide Employee Sensitivity Awareness training for all employees. Performed basic cleaning duties and provided minor repairs to an educational institution.

**Customer Care and Sales Representative** (04/2006 - 01/2008)

**Marriott Global Reservations - Fredericton, New Brunswick**

Became a team leader and provided additional training and coverage when needed. Responded to customers inquiries regarding hotel rooms and attended to customer concerns for Marriott Hotels.

**Packaging and Production Line Operator** (08/2000 - 03/2006)

**McCain Foods – Florenceville-Bristol, New Brunswick**

Provided cross training to employees in other departments within the processing plant. Operated packaging machinery for production and packaging of foods.