**Emily Black**

39 Columbia Rd

Barrie, Ontario, L4N8C6

7057956644

xoemilyblack@hotmail.co.uk

**OBJECTIVE**

Write for specific company.

**WORK EXPERIENCE**

**TIM HORTONS - Barrie**

Customer Service/Cashier: August 2012 - Present

* Issue receipts, refunds, credits, or change due to customers.
* Answer customers' questions, and provide information on procedures or policies.
* Maintain clean and orderly checkout areas and complete other general cleaning duties.
* Stock shelves, and mark prices on shelves and items.

**GLOBAL MATRIX - Markham**

Computer Programmer: June 2013 – September 2013/May 2014 - September 2014

* Correct errors by making appropriate changes and rechecking the program.
* Perform, repair, or expand existing programs to increase efficiency or adapt to new requirements.
* Write documentation of program development, insert comments in the code so others can understand the program.
* Prepare detailed charts and diagrams that describe input, output, and operation.

**EDUCATION**

**St. Joan of Arc - Barrie**

*High School Diploma, Jun 2013*

* Graduated with honours (80% average or higher)

**Georgian College - Barrie**

*Computer Programmer Candidate, Sep 2015*

* Received two scholarships.
* Finished first year on the Dean's List (80% or higher)
* Selected to be part of the Dean's Council.

**ADDITIONAL SKILLS**

* Determined: To do, resolve, on a course of action.
* People-oriented: Enjoy working/being with people.
* Trouble-shoot: Figure out what the problem is, why there is a problem, or prevent a problem before it happens.

REFERENCES AVAILABLE UPON REQUEST.