

## **FULL NAME**

Address:  
Contact No. :  
Email Id:

### **JOB SUMMARY:**

Currently seeking a part time job where I can learn improve or learn new skills. My previous work experience has been mostly retail/fast-food industry that have helped me gain customer service skills and improved my communication & building relationships. I am also currently a volunteer at the University helping out at occasional events, and previously volunteered at summer camp and Girls Group.

### **SKILLS**

- Excellent Customer Service skills
- Computer skills
- Good typing speed (>75wpm)
- Meeting daily objectives
- Multitasking & Time management
- Organizational skills
- Team Work and reliability
- Problem Solving
- Ability to work alone with minimal supervision
- Ability to understand and follow instructions

### **EDUCATION**

- University of Something 2018 - Ongoing
- Some High School, Somewhere (Honor Roll) 2018

### **WORK EXPERIENCE**

- Bookstore- Temporary Online Pick up 2019 (Ended on Sep 20)
  - Fill up forms, check ID cards
  - Provide customers their online pick up orders
  - Assist customers finding books or placing orders
  - Stocking books and shelves when required
- Pharmasave - Cashier 2018
  - Process customer's items
  - Greet and welcome customers and help them find what they need
  - Keeping the counters and shelves clean and organized
  - Provide discounts, coupons as required
  - Promote the rewards card and other offers
  - Customer Service

- DQ - Cashier 2016- 2017
- Take, and confirming customer's orders and drive-thru
- Serve food and beverages
- Prepare shelf items such as DQ treats- dilly bars etc
- Busing, cleaning, and resetting tables
- Preparing bill and processing payment
- Cleaning duties such as stocking, sanitizing, sweeping floors, washing dishes
- Assisting kitchen, such as plating and garnishing menu items

-  
**VOLUNTEER ACTIVITIES**

- University volunteer 2019
- Volunteered at XYZ Museum, ZYX 2018
- Mentored at the Girl's Group 2017
- Volunteered in Summer Camp 2016-2017
- Volunteered at the primary school-reading etc 2016