

SUZANNE SOMEONE

125 Road Avenue
Woodstock, Ontario
N4S 1K1
(519) 123-8945

SUMMARY OF QUALIFICATIONS:

- (1) Computer and keyboarding skills
- (2) Honest, punctual and dependable employee
- (3) Demonstrated self motivation skills
- (4) Able to work independently or as a team member

EDUCATION:

St. Mary's High School, Woodstock, Ontario 1993 - Present
■ Working towards Ontario Secondary School Diploma

EMPLOYMENT EXPERIENCE:

Cleaner March 1995 - Present

FRESH LOOK JANITORIAL BUSINESS, Woodstock, Ontario

- Responsible for the daily cleaning of an area business
- General cleaning duties which include dusting, washing windows, cleaning bathrooms and mopping floors
- Empty garbage and vacuum floors

Child Care Giver 1993 - Present
VARIOUS EMPLOYERS, Woodstock, Ontario (Casual Basis)

- Care for children ages 1 - 10
- Plan and implement activities for children
- Prepare meals and supervise bed time

ACTIVITIES AND INTERESTS:

- Reading
- Arts and crafts
- Socializing

REFERENCES AVAILABLE UPON REQUEST