

Donna Employed

123 Employment Street • Sometown, Ontario • N1S 2B3 • (519) 123-4567

SUMMARY OF SKILLS

- Hardworking, energetic and learn new skills quickly
- Certified in WHMIS, robbery prevention and security measures
 - Strong problem solving and trouble shooting abilities
- Excellent hand-eye coordination, experience operating machinery
 - Effective working independently or as a team member

EDUCATION

INDEPENDENT LEARNING CORRESPONDENCE, Sometown, Ontario 1991 - Present
Working towards Ontario Secondary School Diploma

EMPLOYMENT EXPERIENCE

ZELLER'S, Sometown, Ontario November 1993 - Present
Customer Service Clerk

- Provide excellent customer service
- Perform financial transactions with customers
- Organize and maintain store shelves
- Perform Canada Post and Lotto sales transactions

ZEHR'S FOOD VILLAGE, Sometown, Ontario May 1994 - July 1996
Delhi Clerk

- Received customer orders and made recommendations
- Ensured safe operation of meat slicer
- Maintained sanitized work area
- Performed inventory control duties
- Pre-packaged meats and cheese

HOME TOWN HARDWARE, Sometown, Ontario January 1994 - April 1994
Sales Person

- Promoted strong customer relations
- Created effective product demonstrations
- Completed financial transactions and clerical duties
- Travelled to customer's residences

FAMILY RESTAURANT, Sometown, Ontario September 1991 - April 1994
Waitress

- Received customer orders
- Provided customer service in quick and efficient manner
- Operated cash register
- Maintained cleanliness of dining area

HOBBIES AND INTERESTS

- Sewing
- Crafts
- Fishing
- Cooking

REFERENCES AVAILABLE UPON REQUEST
