**Arlene Kelly**

145 Burrin Avenue

Winnipeg, Manitoba R2X 0S3 (204) 555-8677

# **Job Objective: Work with troubled youth in residential youth care facility**

### WORK HISTORY

Waitress F/T Ciociara Pizzeria 2013–2016

Responsibilities: Serving customers, answering telephones, accurately handling cash and credit transactions, cleaning premises to meet health regulations

Waitress F/T Partners Restaurants 2010–2013

Responsibilities: Serving customers, answering telephones, accurately handling cash and credit transactions, cleaning premises to meet health regulations

Gas Attendant F/T Domo Gas Bar 2008–2010

Responsibilities: Serving customers, answering telephones, accurately handling cash and credit transactions, stocking shelves, checking fuel readings

Security Guard P/T Barnes Security 2007–2008

Responsibilities: Ensuring buildings and property were secure, writing up incident reports, contacting law enforcement personnel

### EDUCATION

Residential Youth Worker Program Red River College 2015

Grade XII University Entrance Garden City Collegiate 2008

### VOLUNTEER ACTIVITIES

Three years as a part-time Activity Worker with children with exceptional needs at the
St. Amant Centre.

### INTERESTS

Tae Kwon Do, skiing and reading

### PAMELA BROCK

##### *569 Talbot Avenue*

##### *Winnipeg, Manitoba R3G 2K8 (204) 555-9636*

# **Job Objective: Housekeeping/Cleaning**

# **HIGHLIGHTS OF QUALIFICATIONS**

* Experienced in general janitorial and housecleaning procedures
* Friendly, outgoing and able to work well independently and responsibly
* Follow directions well and like to keep workplaces clean and sanitary

|  |  |  |
| --- | --- | --- |
| **Hardworking** | Fast Learner | Punctual |

# **RELEVANT EXPERIENCE**

## Cleaning Skills

* Clean kennels, dog runs, and floors and take out the garbage
* Collect, sort, clean and organize laundry
* Sterilize medical and surgical tools, animal cages, dog runs and counter tops
* Change sterilizing fluid for cleaning the floors
* Experienced and knowledgeable in the following: vacuuming, dusting, floor washing, dish washing and cleaning bathrooms, kitchens and dining areas
* Perform custodial duties in a responsible and reliable manner

# **WORK HISTORY**

|  |  |  |
| --- | --- | --- |
| Janitorial Cleaning (contract) | Seven Oaks Veterinary | 2014–2015  |
| Child Care Provider | Self–Employed | 2010–Present  |
| Gas Jockey | Domo Gas Bar | 2010  |

# **EDUCATION/TRAINING**

|  |  |  |
| --- | --- | --- |
| Grade 12 Diploma | Elmwood High School |  2012 |

# **REFERENCES AVAILABLE UPON REQUEST**

|  |
| --- |
| **Betsy dueck**Box 148 • Lorette, MB • R0E 1j0Phone (204) 555-4700 • Email betdueck@hotmail.com |

|  |
| --- |
| Objective |
|  | To gain employment with a reputable company and work hard. |
| Employment |
|  | 2015–2016 Camp Red Rock Whiteshell, MBInterim Director of Operations* Served in an interim Director position. Served the year-round guests in a host capacity, making sure all their needs were met

2014–2015 Sears Winnipeg, MBSales Associate/Manager On Duty/Customer Service Manager* I began my time as an associate and worked my way up to Customer Service Manager.

2010–2014 Masters Players Masters CollegeTeam Leader* Covenant Players is a drama and music company. I worked as a Team Leader and Drama Director.

2009–2010 Sears Winnipeg, MBSales Associate* Assisted Customers with their purchases.
 |
| Education |
|  | 2009 Kildonan East Collegiate Winnipeg, MB High School Diploma |

###### Thomas McBride

##### 9 Brookshire Crescent

##### Winnipeg, Manitoba R2P 1S9 (204) 555-5934

# Job Objective: Park Attendant

HIGHLIGHTS OF QUALIFICATIONS

* Active member of Scouts Canada 32nd St. Bernadettes Venturers
* Certified 1st Level Blue Cross First Aid and Life Guard
* Five years hiking/camping experience and knowledge
* Extensive navigation and cartographical skills

# **RELEVANT EXPERIENCE**

## Camping/Hiking Skills

* Camping and hiking experience includes trips that were 2-5 days to Yellowstone National Park, Epinet Trail, Birds Hill, Adam Lake, Kenora, Grand Beach and Falcon Lake
* Exceptional knowledge of wildlife and wildlife behaviour, including the following wildlife:
* Raccoons
* Bears
* Coyotes
* Wolves
* Can effectively teach packing strategies that quickly and efficiently save space and waterproof backpacks

## Navigational Skills

* Extremely accurate with a compass and map with the ability to pinpoint locations
* Extensive navigation and cartographical skills (including geographical maps)

## Organizational Skills

* Strong group coordination and organizational skills (camp and hike coordinating)
* Capable of leading 10-20 person hikes
* Planned successful camps/hikes by
	+ creating meal plans for up to 20 people
	+ planning routes in advance
	+ researching hiking/camping locations prior to leaving—checking fire hazards, local precipitation within the last two weeks of leaving and inquiring about bear activity levels

# **WORK HISTORY**

Cook McDonalds 2015–2016

# **EDUCATION/TRAINING**

Grade 11 JH Bruns Collegiate 2016

1st Level First Aid Blue Cross 2012

# **VOLUNTEER ACTIVITIES**

MS Walkathon 2015 and 2016, GoldEyes Pancake Breakfast

**REFERENCES AVAILABLE UPON REQUEST**



### KOORA GARNEAU

###### Casino Dealer/Slot Machine Attendant

##### Fisher River Site #44, Manitoba R4M 0D9 (204) 555-1246

###### HIGHLIGHTS OF QUALIFICATIONS

* Experienced as a **Casino Dealer/Slot Machine Attendant**
* Passed Effective Casino Dealer course through the Canadian Gaming Institute
* Excellent manual dexterity and able to stand for long periods of time
* Professional appearance and love to work evening shifts and weekends
* Amazing customer service and consistently tipped beyond house average

Trustworthy Entertaining Reliable

# **RELEVANT EXPERIENCE**

## Casino Dealer/Slot Machine Attendant Skills

* Developed thorough knowledge of rules of games of chance
* Dealt thousands of hands of: Keno, Blackjack, Baccarat, Texas Holdum, Seven Card
Stud Poker and Pai Gow Poker
* Operated Roulette and Pai Gow Tiles gambling tables
* Determined winners, paid out winning bets and collected losing bets
* Handled large sums of money per shift and never had a cash flow discrepancy
* As a slot machine attendant, ensured over 60 slot machines were working
correctly which includes
	+ resetting them if they were “tilted”
	+ dealing out payouts
	+ machine readings and hopper fills
* Worked a variety of shifts but most were between 3 p.m. and 3 a.m.
including weekends

# **Koora Garneau Page 2**

## Customer Service Skills

* Entertained customers with humour and upbeat, positive personality
* Well known for keeping bus tour and convention groups laughing and enjoying the gambling experience
* Experienced at calming patrons and diffusing situations when disagreements occurred

# **WORK HISTORY**

# Casino Dealer South Beach Casino 2015–2016

# Casino Dealer White Bear Casino 2014–2016

Casino Dealer (part-time) Northern Lights Casino 2013–2014

Serving Personnel (part-time) Earl’s Restaurant 2012–2014

Actor (part-time) Thompson Theatre 2011–2013

# **EDUCATION/TRAINING**

Effective Casino Dealer course Peguis Gaming Commission 2014

(5 wks) Fisher River, Manitoba

#####

GED Job Works 2011

###### REFERENCES AVAILABLE UPON REQUEST

