

Juan Toobe Employed
139 Unemployed Drive
[City], [Province]
[Postal Code]
Phone Number
juantoobeemployed@gmail.com

OBJECTIVE: To gain part-time employment in the automotive industry.

EDUCATION

2015 - 2019

xxxxxx Secondary School, [City], [Province]

- Currently enrolled in Grade 12
- Honours student 2017 - 2018
- Potential graduate June 2019

WORK EXPERIENCE

Sept. 2017 - Oct. 2018

Toys-R-Us, [City], [Province]

- Stocked and reorganized shelves
- Developed and directed inventory control
- Provided customer service

July 2016 - Feb. 2017

McDonald's Restaurants [City], [Province]

- Cooked and prepared meals (grill, deep fryer and warming oven)
- Cleaned tables, floors and work station regularly during shift
- Completed workplace, WHMIS and St. John's training
- Trained and mentored new employees

Summers 2016 - 2018

BAX Global (Airport), [City], [Province]

- Stocked merchandise in warehouse
- Sorted files according to stock number
- Sorted and unloaded freight from planes

SKILLS

- Work well independently and as a team member
- Quick learner and punctual
- Proficient in computer research (Internet) and email
- Experienced in a wide variety of software programs including Word/WordPerfect, Excel, PowerPoint and Adobe Photoshop)

EXTRA-CURRICULAR ACTIVITIES

2016 - 2018

- Recreational team sports (basketball, soccer, synchronized figure skating and lacrosse)
- Played bass guitar in community group

REFERENCES

Available upon request