**QUALIFICATIONS**

First Aid, CPR, Level C/AED

Working effectively with violent and aggressive states certification

Canadian Red Cross Babysitting course

Microsoft Word, Excel, PowerPoint, Outlook, Adobe Photoshop, Prezi, SAP

ProServe Liquor Training Certification

Governor General Sovereign’s Medal for Volunteers received November 2016

Community Service and Citizenship award received June 2013 from Winnipeg School Division

**EDUCATION**

**Robertson College, Edmonton, AB 2020**

**Community Support Worker Program**

**Sisler High School, Winnipeg, MB 2017**

**WORK EXPERIENCE**

**Real Canadian Superstore, Edmonton, AB 2019-Present**

**Cashier**

Taking payments in the form of Cash, Credit, Debit, Gift Cards, and Coupons. Light cleaning, picking up baskets. Directing customers to other colleagues or to a specific place in the store.

**Loblaw Companies Limited, Winnipeg, MB 2018-2019**

**Customer Service Accounts Payable**

Basic SAP, Microsoft Excel input with macros, emailed correspondence with stores, project managers and colleagues within the business, Basic soundboard knowledge for use of speakers, microphones, projectors and laptops.

**H&R Block, Winnipeg, MB 2018**

**Customer Service**

Scheduled appointments, developed client profiles and completed tax returns.

**Real Canadian Superstore, Winnipeg, MB 2016-2018**

**Cashier**

Taking payments in the form of Cash, Credit, Debit, Gift Cards, and Coupons. Light cleaning, picking up baskets. Directing customers to other colleagues or to a specific place in the store.

**Child Care, Private Residence, Edmonton, AB**  **2011-Present**

**VOLUNTEER WORK**

The Anglican Paris of St. Francis, Winnipeg, MB **2017-2018**

Sunday School Teacher – Ages 3 – 13

Sisler High School, Winnipeg, MB **2014-2017**

Student Group Leader of School Gay-Straight Alliance

The Anglican Parish of St. Francis, Winnipeg, MB **2014–2016**

Youth group leader, ages 6-17

Royal Dance Conservatory, Winnipeg, MB

Assistant Dance Instructor  **2011-2016**

WE Organization **2010 – Present**

Previous fundraising through WE Schools initiative, Volunteering in various positions at WE Day annually