**YOUR NAME**

Address

Town, ON P0T 1P0

807.000.0060

Youremail.com

SKILLS & QUALIFICATIONS

1. Trilingual; Fluent in English, French and Ojibwe
2. Construction labourer experience; drywall installation, floor installation, painting
3. Skilled with all hand and power tools
4. Landscaping labourer experience
5. WHMIS
6. Proven computer and keyboarding skills; Microsoft Office (Word, Excel, PowerPoint), Internet search engines, email, social networking
7. Short order cook experience
8. Excellent customer service, interpersonal and communication skills
9. Delivery experience; groceries, papers, flyers, etc.
10. Cash handling experience

EMPLOYMENT EXPERIENCE

**Short Order Cook / Counterperson / Deliveryperson (Summers)** 2009-2012

Uncle Joe’s Variety Store Kiashke Zaaging Anishnaabek (Gull Bay), ON

1. Prepare and cook complete meals or individual dishes and foods
2. Oversee kitchen operations
3. Clean kitchen and work area
4. Greet customers and discuss type, quality and quantity of merchandise or services sought for purchase
5. Prepare merchandise for delivery and deliver merchandise to customer’s homes
6. Accept cash, credit card or automatic debit payment
7. Assist in display of merchandise

**Construction Labourer (Painter/Drywall/Flooring)** 2010-2011

Vlotaros & Sons Painting Thunder Bay, ON

1. Load and unload construction materials, and move materials to work areas
2. Assist tradespersons such as carpenters, bricklayers, cement finishers, roofers and glaziers in construction activities
3. Apply paint or other materials using brushes and rollers
4. Clean and prepare surfaces
5. Mix plaster ingredients in trough to desired consistency
6. Apply, level and smooth coats of plaster using trowels, floats, brushes and spraying equipment
7. Finish corners and angles
8. Cure freshly plastered surfaces
9. Measure, cut and fit drywall sheets for installation on walls and ceilings
10. Position and secure sheets to metal or wooden studs or joists
11. Fill joints, nail indentations, holes and cracks with joint compound using trowel and broad knife
12. Tape over joints using taping machine and embed tape in compound
13. Smooth out excess compound and allow coat to dry
14. Apply successive coats of compound and sand seams and joints
15. Measure, cut and fasten underlay and under-padding
16. Measure, cut and install carpeting
17. Measure, cut and install resilient floor covering using adhesive, rollers and other hand tools
18. Install hardwood floors, such as strip floors, block floors or plank floors, using glue, staples, nails or other means

**Newspaper Delivery**  2008-2009

The Chronicle Journal Thunder Bay, ON

1. Collect payment for papers delivered
2. Deliver newspapers and flyers to residences and businesses

<http://www.skills.edu.gov.on.ca/OSP2Web/EDU/Welcome.xhtml>

EDUCATION & TRAINING

**Transferrable Skills Development Program** 2012

Confederation College Gull Bay, ON

INTERESTS & PERSONAL ENRICHMENT

1. Hunting / Fishing
2. Playing Guitar
3. Sports

REFERENCES

References will be supplied upon request.