

JANE DOE

EDUCATION

September 2007-Present University Of Ottawa
Chemical Engineering
▪ 2nd year engineering student

High School Completion H. S. Secondary
Graduated June 2006
-French Immersion Certificate(since Pre-school)

WORK EXPERIENCE

University Golf Course March 2004- August 2008
Busser, Banquet Server, Kiosk Server, Banquet Captain
▪ Worked in restaurant as busser, hostess, expediter, and trained new employees
▪ Responsible for the set up of banquet halls for weddings and ceremonies.
▪ Banquet serving in functions including meetings, weddings and golf tournaments. Responsibilities include serving food, setting up buffets and drink service
▪ Banquet captain-responsible for the coordinated function of events and for ensuring efficient customer service on the part of a team of co-workers
▪ Responsible for providing service to golfers at the tenth tee –including food and beverage service, cash register operation, and great customer service.

May 2004- September 2008 City of Vancouver- Parks Board
Putting Green Cashier
▪ Responsible for the set up and maintenance of putting green including accepting green fees from putters
▪ Collected green fees from golfers, sold balls, tees and golf clubs.

September 2006-March 2007 City of Vancouver- Parks Board
Ice Rink- Cashier and Ice Patrol
▪ Responsible for ensuring the safety of patrons while skating
▪ Worked in the Pro shop sharpening skates and manning the cash register
▪ Actively practiced first aid when injuries occurred

VOLUNTEER EXPERIENCE

September 2005-March 2007

Lower Mainland Ringette League

Assistant Coach- Ringette

- Utilized my skills and knowledge to teach players ringette and skating techniques and skill
- Lead practices, assisted in planning games and worked with children ages 9-13
- Attended games, practices and tournaments all over the lower mainland

CERTIFICATIONS

Serving It Right- Responsible Beverage Service Program

NCCP Coaching Certificate, issued December 21st, 2005

St. John's Ambulance- Standard First Aid Enhanced and Level C CPR,
issued September 19th, 2006
