

ALEXANDRA SMITH

6151 180th Street Surrey, BC V3S 4L5

604-555-5555

alex_smith@gmail.com

QUALIFICATIONS (see employability skills 2000)

- Work well under pressure as part of a team
- Polite, respectful, and courteous manners
- Responsible, efficient, and flexible
- Ability to work in a fast-paced, intense environment smoothly
- Ability to elicit confidence and build rapport
- Talented in problem solving and office system design

EMPLOYMENT

2008 - Present

CHILD CARE

Various Employers

- *Looking after young children*
- *Fed and entertained children*

VOLUNTEER WORK

2009 - 2012

CULTURAL DANISH CENTRE, Surrey, BC

Supervisor: Bradley Match

Phone Number: 604-555-5555

- *Waitress/Server*
- *Hostess*
- *Bus person*

EDUCATION

2009 - Present

LORD TWEEDSMUIR SECONDARY

Surrey, BC

Currently in Grade 10

CERTIFICATES

- Food Safe Level 1
- Honor Roll
- Super 'G' Certificate
- English Poetry Slam 2012 Winner
- Dance & Swimming Team Certificates

INTERESTS

Dance, reading, design language arts, sciences, history and spending time with my family.

ALEXANDRA SMITH

REFERENCES

Kim Bakker
Kim Hanson
Elissa Fissher

Manager
Coach
Director

604-555-5555
778-555-5555
604-555-5555

SAMPLE