

## Resumé Samples (1)

### **Arlene Kelly**

---

145 Burrin Avenue  
Winnipeg, Manitoba R2X 0S3

786-8677

**Job Objective:** Work with troubled youth in residential youth care facility

#### **WORK HISTORY**

Waitress F/T                      Ciociara Pizzeria                      2003-2006

Responsibilities: Serving customers, answering telephones, accurately handling cash and credit transactions, cleaning premises to meet health regulations

Waitress F/T                      Partners Restaurants                      2000-2003

Responsibilities: Serving customers, answering telephones, accurately handling cash and credit transactions, cleaning premises to meet health regulations

Gas Attendant F/T                      Domo Gas Bar                      1998-2000

Responsibilities: Serving customers, answering telephones, accurately handling cash and credit transactions, stocking shelves, checking fuel readings

Security Guard P/T                      Barnes Security                      1997-1998

Responsibilities: Ensuring buildings and property were secure, writing up incident reports, contacting law enforcement personnel

#### **EDUCATION**

Residential Youth Worker Program                      Red River College                      2005

Grade XII University Entrance                      Garden City Collegiate                      1998

#### **VOLUNTEER ACTIVITIES**

Three years as a part-time Activity Worker with children with exceptional needs at the St. Amant Centre.

#### **INTERESTS**

Tae Kwon Do, skiing and reading

---

## Resumé Samples (2)

### PAMELA BROCK

569 Talbot Avenue  
Winnipeg, Manitoba R3G 2K8

(204) 663-9636

---

#### Job Objective: Housekeeping/Cleaning

#### HIGHLIGHTS OF QUALIFICATIONS

- ◆ Experienced in general janitorial and housecleaning procedures
- ◆ Friendly, outgoing and able to work well independently and responsibly
- ◆ Follow directions well and like to keep workplaces clean and sanitary

**Hardworking**

**Fast Learner**

**Punctual**

---

#### RELEVANT EXPERIENCE

##### Cleaning Skills

- Clean kennels, dog runs, and floors and take out the garbage
- Collect, sort, clean and organize laundry
- Sterilize medical and surgical tools, animal cages, dog runs and counter tops
- Change sterilizing fluid for cleaning the floors
- Experienced and knowledgeable in the following: vacuuming, dusting, floor washing, dish washing and cleaning bathrooms, kitchens and dining areas
- Perform custodial duties in a responsible and reliable manner

#### WORK HISTORY

Janitorial Cleaning (contract)	Seven Oaks Veterinary	2004-2005
Child Care Provider	Self-Employed	2000-Present
Gas Jockey	Domo Gas Bar	2000

#### EDUCATION/TRAINING

Grade 12 Diploma	Elmwood High School	2002
------------------	---------------------	------

#### REFERENCES AVAILABLE UPON REQUEST



## Resumé Samples (4)

### Thomas McBride

9 Brookshire Crescent  
Winnipeg, Manitoba R2P 1S9

(204) 253-5934

Job Objective: Park Attendant

#### HIGHLIGHTS OF QUALIFICATIONS

- 🏠 Active member of Scouts Canada 32<sup>nd</sup> St. Bernadettes Venturers
- 🏠 Certified 1<sup>st</sup> Level Blue Cross First Aid and Life Guard
- 🏠 Five years hiking/camping experience and knowledge
- 🏠 Extensive navigation and cartographical skills

#### RELEVANT EXPERIENCE

##### Camping/Hiking Skills

- Camping and hiking experience includes trips that were 2-5 days to Yellowstone National Park, Epinet Trail, Birds Hill, Adam Lake, Kenora, Grand Beach and Falcon Lake
- Exceptional knowledge of wildlife and wildlife behaviour, including the following wildlife:
  - Raccoons
  - Bears
  - Coyotes
  - Wolves
- Can effectively teach packing strategies that quickly and efficiently save space and waterproof backpacks

##### Navigational Skills

- Extremely accurate with a compass and map with the ability to pinpoint locations
- Extensive navigation and cartographical skills (including geographical maps)

##### Organizational Skills

- Strong group coordination and organizational skills (camp and hike coordinating)
- Capable of leading 10-20 person hikes
- Planned successful camps/hikes by
  - creating meal plans for up to 20 people
  - planning routes in advance
  - researching hiking/camping locations prior to leaving—checking fire hazards, local precipitation within the last two weeks of leaving and inquiring about bear activity levels

#### WORK HISTORY

Cook	McDonalds	2005-2006
------	-----------	-----------

#### EDUCATION/TRAINING

Grade 11	JH Bruns Collegiate	2006
1 <sup>st</sup> Level First Aid	Blue Cross	2002

#### VOLUNTEER ACTIVITIES

MS Walkathon 2005 and 2006, GoldEyes Pancake Breakfast

REFERENCES AVAILABLE UPON REQUEST

## Resumé Samples (5)



**KOORA GARNEAU**  
Casino Dealer/Slot Machine Attendant



Fisher River Site #44, Manitoba R4M 0D9

(204) 334-1246

### HIGHLIGHTS OF QUALIFICATIONS

- ♣ Experienced as a **Casino Dealer/Slot Machine Attendant**
- ♦ Passed Effective Casino Dealer course through the Canadian Gaming Institute
- ♥ Excellent manual dexterity and able to stand for long periods of time
- ♠ Professional appearance and love to work evening shifts and weekends
- ♣ Amazing customer service and consistently tipped beyond house average

Trustworthy

Entertaining

Reliable

---

### RELEVANT EXPERIENCE

#### Casino Dealer/Slot Machine Attendant Skills

- Developed thorough knowledge of rules of games of chance
- Dealt thousands of hands of: Keno, Blackjack, Baccarat, Texas Holdum, Seven Card Stud Poker and Pai Gow Poker
- Operated Roulette and Pai Gow Tiles gambling tables
- Determined winners, paid out winning bets and collected losing bets
- Handled large sums of money per shift and never had a cash flow discrepancy
- As a slot machine attendant, ensured over 60 slot machines were working correctly which includes
  - ✓ resetting them if they were "tilted"
  - ✓ dealing out payouts
  - ✓ machine readings and hopper fills
- Worked a variety of shifts but most were between 3 p.m. and 3 a.m. including weekends



**Customer Service Skills**

- Entertained customers with humour and upbeat, positive personality
- Well known for keeping bus tour and convention groups laughing and enjoying the gambling experience
- Experienced at calming patrons and diffusing situations when disagreements occurred

**WORK HISTORY**

Casino Dealer	South Beach Casino	2005-2006
Casino Dealer	White Bear Casino	2004-2006
Casino Dealer (part-time)	Northern Lights Casino	2003-2004
Serving Personnel (part-time)	Earl's Restaurant	2002-2004
Actor (part-time)	Thompson Theatre	2001-2003

**EDUCATION/TRAINING**

Effective Casino Dealer course (5 wks)	Peguis Gaming Commission Fisher River, Manitoba	2004
GED	Job Works	2001

**REFERENCES AVAILABLE UPON REQUEST**

