**John Smith**

123 Address Street, Apt. 1, Thunder Bay, ON P7A 1B2 Messages: (807) 555-1234

jsmith@email.com

**PROFILE**

* Quick learner with a wide range of general carpentry and restoration experience
* Excellent communication skills with strong reading skills
* Great computer skills able to use most Windows based software applications
* Reliable and dependable with a near perfect attendance record in previous jobs
* Excellent team & independent worker; able to prioritize and delegate tasks

**WORK SKILLS SUMMARY**

**Labourer**

* Cleaned up and brought excess products from Resolute Forest Products to the onsite dump, such as scrap metal, garbage, old pipes, etc.
* Wrapping and bagging all of the Daily Press’s newspapers, and inserting all flyers into the newspapers
* Running and operating all machinery that transports and fills up empty bags with oats
* Loaded and unloaded trucks (food to electronics) with pallet jacks
* Running all kinds of Hilti & small machinery

**Cooking / Cashier**

* Preparing all vegetables as well as cutting and slicing up all the meat products
* Responsible for making sandwiches’ and subs as well as being a line cook for breakfast
* Restocking all shelves with new products, as well operating the cash register

**WORK EXPERIENCE**

**Customer Service** Thunder Bay, ON July – Oct 2015

*Wendy’s*

**General Labourer** Thunder Bay, ON Aug – Dec 2012 / 2013 / 2014

*First General Services*

**Night Shift Inserter** Timmins, ON Nov 2011 – Jan 2012

*The Daily Press*

**Warehouse Labourer** Thunder Bay, ON Nov 2006 – Oct 2011

*Gardewine*

**CERTIFICATES / TRAINING**

* Standard First Aid, CPR Level “A”
* WHMIS Certification
* Workplace Health and Safety Training
* Fall Arrest Training
* Confined Space Training
* Pallet Jack Training

**EDUCATION**

**Working toward Grade 12 Diploma** Thunder Bay, ON 2014 – Present

Lakehead Adult Education Centre

**REFERENCES AVAILABLE UPON REQUEST**