

# Stephanie Baker

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Address: 555 5th St., Courtenay, BC, xxx xxx  
Telephone: (250) 000-0000  
Email: stephanie.baker@sd71.bc.ca

## Objective

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Seeking an office manager position with ABC company in order to maximize efficiency of employees and stimulate growth of the company through proactive effort, excellent time management, and coordination skills.

## Skills and Abilities

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Positive attitude and behaviour

- Soaring Eagle Award at Highland

Effective oral communication skills

- Confident speaking to peers and members of the public

Ability to work autonomously

Team Work

- Member of the basketball team for 3 years

Goal orientation

Ability to manage and organize information

Leadership and management

- Captain of the basketball team for 2 years

## Education

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September 2016 - June 2019      **Highland Secondary**, Dogwood  
Comox, BC

## Work Experience

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January 2018 - Present      **Wendy's Restaurant**, Cashier  
Courtenay, British Columbia

## Certifications

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November 2017      Level 1 First Aid

References Available Upon Request

# Sample Resume

## Joe Smith

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5000 Ryan Road Courtenay, BC V9N 1A1 (250) 334-0000  
jsmith100@hotmail.com

**Objective:** To obtain a part time job with Thrifty's as a cashier

### Skills and Qualifications

- excellent communication skills
- work well with team members
- good computer and basic math skills

### Work History

Coffee Beans Courtenay, BC 06/16 - present

#### Cashier/Server

- Take and prepare food and drink orders for customers
- Use the cash register, debit and credit card machines

BC Disability Games Courtenay, BC July 2016

#### Preparer

- Prepared and served meals for athletes on a daily basis

Greasy Spoon Courtenay, BC 07/15 – 09/16

#### Dishwasher

- Clean and sort dishes in the kitchen
- Maintain a clean kitchen area for food prep

### Education

Highland Secondary School Comox, BC 09/13 - present

- Currently a grade 12 student
- Honor Roll in grade 10 and 11

### Accomplishments and Certifications

- 2016-2017 Student Council
- NCCP Level 1 Soccer Coach
- Foodsafe Level 1

### Hobbies and Interests

- Play and referee youth soccer
- Read science fiction stories

### References

George Green  
English Teacher  
(250) 334-1111

Steve Card  
Soccer Coach  
(250) 338-1111

Janice Trung  
Personal Reference  
(250) 339-1111