

SUZZANE T. SMITH
101 Glen Morris Dr.
St. Catharines, ON L2S 3L7
(905) 684-6681
s.smith@sprint.com

JOB OBJECTIVE: To obtain a cooperative education position at ABC Electronics Inc.

HIGHLIGHTS OF QUALIFICATIONS:

Resourceful and confident; get the job done, and do it well.
Outstanding presentation skills, both written and oral.
Work effectively both as a team member and independently.
Well organized and self-motivated.

EDUCATION:

September 2005 - Present

Sir Winston Churchill Secondary School
Currently enrolled in Grade 11, University Program.
Relevant courses to placement: English, Business Studies,
Law.

ADDITIONAL EDUCATION AND TRAINING:

September 2007
Cooperative Education Experience

First Class Accounting Services
• Utilized Simply Accounting software for book keeping tasks.
• Assembled tax returns for companies and individuals.

September 2007
Leadership and Peer Support Course

Sir Winston Churchill Secondary School
• Learned to develop skills in communication, interpersonal relations, teamwork, and conflict management for application in leadership roles.

August 2007
Service Excellence

Ontario Tourism Education Corporation
• Learned to appreciate factors that contribute to customer loyalty.
• Learned the value of teamwork and individual contribution to service.

July 2007
WHMIS

Health Canada
• Learned to recognize the WHMIS symbols and how to read and understand warning labels and a Material Safety Data Sheet.

June 2007
Super Host

.Ontario Tourism Education Corporation
• Learned to be aware of of customer needs through better communication.

December 2006
St. John Babysitter Course

St. John Society
• Learned the basic management principles involved in the minding of babies, pre-schoolers and school-aged children.

Suzanne Smith

EMPLOYMENT HISTORY:

March 2007 - Present
Server

Sam's Restaurant, St. Catharines, ON

- Utilize automated cash system.
- Responsible for training and supervising new staff.
- Maintain a clean working environment.

September 2007 - February 2008
Child Care Provider

Mr. and Mrs. James Stevenson, St. Catharines, ON

- Created a safe, supportive, and non-judgmental atmosphere.
- Validated children in a loving environment.
- Created educational games and activities.

VOLUNTEER EXPERIENCE:

Summer 2006
Stock Person
December 2005
Volunteer

St. Catharines Food Bank

- Assisted with inventory and distributed products to clients.

Sir Winston Churchill School Coat Drive

- Organized and motivated students to collect coats for charity.

REFERENCES:

Paul Salfi
Head of English Department
Sir Winston Churchill Secondary School
101 Glen Morris Drive
St. Catharines, ON L2T 2N1
(905) 684-6349

Mr. James Stevenson
44 Seventh Ave.
St. Catharines, ON P1L Q2O
(905) 227-5432

Sam Tunge, Owner
Sam's Restaurant
3 York Rd.
St. Catharines, ON T4I S4P
(905) 897-5556