

AMY BLUEVALE
430 Willow Street N.
Waterloo, ON
N2Z 4Z9
(H) 519.888.8888 (C) 519.777.7777
amy.bluevale@rogers.com

Ambitious, productive and motivated Co-op Student who provides effective customer service and creates an inviting shopping environment.

Highlights of Qualifications

- 3 years of experience providing excellent customer service
- Service Excellence training, 2016
- Bluevale Collegiate Institute Honour Roll, 2014-2016
- Employee Award of Distinction, Camp Funtimes, 2016
- Proficient in MS Office, Excel
- Trustworthy, organized and dependable
- Strong interpersonal skills

Relevant Skills

Communication Skills

- Engaged and monitored groups of up to 30 inexperienced campers aged 8 to 12 in daily recreational activities through the entire summer season to ensure they were entertained and thoroughly satisfied with their camp experience

Organized

- Organized shipments of weekly dry food and canned goods required to serve the participating members of the community on an ongoing basis to ensure their nutritional needs were met and their dignity was maintained

Software Skills

- Operated the camp store's computer system in order to document sales and track inventory of snacks and clothing using MS Office and Excel to ensure inventory was maintained and goods would be provided for satisfied campers throughout the entire summer

Employment History

Counsellor June – September, 2016
Camp Funtimes, RR3 Huntsville, ON

Caregiver February, 2014 – December, 2015
Various Families, Waterloo, ON

Paper Carrier May, 2012 – August, 2013
Waterloo Chronicle, 642 Erb St. W, Waterloo, ON

Education and Training

Formal Education

Ontario Secondary School Diploma Expected in June, 2017
Bluevale Collegiate Institute, Waterloo, ON

Specialist High Skills Major Program, Business Expected in June, 2017
Bluevale Collegiate Institute, Waterloo, ON

Specialized Training

Service Excellence Certification September, 2016

Health & Safety and WHMIS Training September, 2016

First Aid Certification July, 2015

Community and Volunteer Experience

Sorter June, 2014 – present
The Food Bank, 468 King St. S. Kitchener, ON

- Receive and prioritize weekly shipments of food to ensure warehouse is stocked and food is readily available to members of the local community
- Clean and organize the facility to ensure packaging remains undamaged and food remains accessible so service to the community remains uninterrupted

Activities and Interests

- Competitive Dancer, 2013 – present
- Captain, Bluevale Senior Girls Basketball Team, 2016
- Running, camping
- Reading, travelling

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REFERENCES:

Richard Thompson
Activities Director
Camp Funtimes
RR3 Huntsville, ON
705.888.9999
Can attest to my creativity and reliability.

Michelle Johnson
English Teacher
Bluevale Collegiate Institute
80 Bluevale St. N
Waterloo, ON
519.885.4620 ext. 9999
Can attest to my strong attendance and interpersonal skills.

Susan Jones
Soccer Coach
300 Blue Jay Drive
Waterloo, ON
519.123.4567
Can attest to my strong teamwork skills and dedication.