

John Smith

123456 Hello Street,
Vancouver, BC, V6E 8C9
johnsmith@hotmail.com
(604) 222-2222

OBJECTIVE

To obtain a service position with your company to further develop my customer service skills and hospitality knowledge.

WORK EXPERIENCE

June 2005 – June 2008

JJJ Cafe, Waiter, Paris, France.

- Provided excellent customer service to guests
- Responsible for opening and closing of restaurant on weekends
- Gained experience performing financial analyses and reports

June 1999 - June 2007 (Summers)

BDE Safety Supplies, Administrative Assistant, Merrifield, NH

- Responsible for answering phone calls, greeting clients, and scheduling appointments
- Assisted with the purchasing of safety supplies and processing of client orders
- Managed financial bookkeeping for the company using QuickBooks

VOLUNTEER EXPERIENCE

May 2009: Raised money for the Canadian Cancer Society for Cancer Research

EDUCATION

September 2005 - June 2008

Smithfield College: Paris, France

Completed a Bachelor of Arts Degree in Sociology

SKILLS

- Computer: Advanced skills using Microsoft Office Suite (Word, Excel and Powerpoint)
- May 2010 – Awarded Certified Lifeguard certificate
- Languages: German (Fluent), English (Intermediate), French (Basic)

INTERESTS & ACTIVITIES

- Photography, travel and water sports
- Smithfield College Varsity Hockey Team , 2004-2006

References are available upon request