

JENNIFER CAREN

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1102 BOUNDARY DRIVE WEST • NEEBING, ON P7L 0C2

OBJECTIVE

To obtain a position that will enable me to use my strong organizational skills, educational background, customer service skills and ability to work well with people.

EXPERIENCE

2010-Present **Robin's Donuts** **Thunder Bay, ON**

Front Counter Service Worker

- Serve food, beverages, and desserts to customers
- Maintain fast, accurate and positive customer relations
- Perform cleaning duties such as sweeping, mopping, and washing dishes, to keep equipment and facilities sanitary

2010 **Ministry of Natural Resources** **Atikokan, ON**

Junior Ranger

- rehabilitation and maintenance of the interior canoe routes and campsites, shorelines and rock faces
- lake clean-up, and GPS mapping of remote campsites
- out-building maintenance, adopt-a-highway clean-up, and assisting with community events

2004-2010 **Gammondale Farm** **Thunder Bay, ON**

Farm Worker

- Collected payments for produce
- Served hot beverages in a kitchen setting
- Recommended products and services to customers

EDUCATION

2010-Present Lakehead University Thunder Bay, ON

- Honours Bachelor of Commerce
- Major: International Business
- Minor: Management Information System

2007-2010 Westgate High School Thunder Bay, ON

- High school Diploma
- First Place Winner of the 2010 “Enter the Den” High School Competition
- Maintained an average of 70%+

EDUCATIONAL COURSES

Lakehead University

- Micro, Macro and Locational Economics
- Financial and Managerial Accounting
- Statistics and Finance
- International Business
- Business Computing, Presentations and Writing
- Management Information Systems, Website Design and Administration and Electronic Business Commerce
- Marketing and Operations Management
- Organizational Behaviour and Human Resources
- World Politics and Women Studies
- Spanish

REFERENCES

James Robins

Manager

Robin's Donuts

Phone Number: 1 (807) 473-5422

Sheldon Douglas

Former Supervisor
Robin's Donuts
Phone Number: 1 (705) 499-7643

Sue Gammond
Owner and Supervisor
Gammondale Farm
Phone Number: 1 (807) 475-9609