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| Yolanda Corona |  | Overview Determined and passionate college student currently pursuing a Childhood Education degree. Active listener eager to learn all types of new skills and jobs. Have some knowledge in First Aid and CPR training, along with a clean Criminal Police Record. TEMP – Webcom Inc. Responsibilities when as a temporary employee was working independently to assemble the merchandise, using machinery that finished up products, and working with others to complete jobs that required more time. Achievements that I acquired were gaining knowledge of packaging goods, and working alongside one of the floor managers.   * Worked with others to complete jobs. * Assisted others around the workplace when assigned. * Learn new tasks fairly quickly.  Supervisor – Sunnyside Up Camp INC. Responsibilities I had from volunteering at this summer camp was to monitor several young campers (ranging from 6-12 of age), assisted in setting up activities each day, and kept an organized and safe environment. Achievements that I have earned were gaining the trust and respect from the campers that I interacted with, happily helping my manager with errands, and built a friendly relationship with the other supervisors that I worked with.   * Filled out documents and reports. * Lead and assign needed tasks. * Lent a hand to my manager and others when required.  Proofreader – Personal Assistant Responsibilities put onto me were overlooking and reading through business emails that were sent in, rereading and fixing emails before they were to be sent out, and filing mail into specific categories. Achievements that I gained were being trusted by the person I was assisting, and by putting my English knowledge to use.   * Proofread professional emails, as well as other forms of communication. * Edit spelling mistakes, grammar, and punctuation errors. * Thorough and paid attention to details. |
| Friendly Dedicated Student Contact Scarborough, Canada – M1V 1B7 Skills Positive attitude.  Health and safety management.  Maintain a clean and organized inventory.  Knowledge of Microsoft apps.  Desire to learn. Education **Francis Libermann Catholic High School**  Ontario Secondary School Diploma (OSSD)  **Centennial College**  Early Childhood Education *[In the progress of]* | |