

DORA EXPLORER

11110—72nd Avenue

Surrey, BC V5X 2Y2

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EDUCATION

September 2007-
Present **Princess Margaret Secondary School, Surrey**
Currently enrolled in Grade 11, Honour Roll Standing since 2007
Courses taken include:
Foods and Nutrition 12—certified in Food Safe
Community Leadership 11—event planning, community service
Peer Tutoring 11—tutoring/class management techniques

WORK EXPERIENCE

September 2006-
Present **CASHIER & CUSTOMER SERVICE REPRESENTATIVE**
Canadian Tire (Newton location), Surrey

- provided customer service to clients in-store and over the phone
- processed customer purchases and returns using cash register
- balanced float before and after every shift
- trained (2 days) in detecting counterfeit money and credit cards
- assisted other departments with stocking shelves and displays
- merchandised displays and aisles

May 2005-
September 2006 **CREW TRAINER**
McDonald's Restaurant (Scottsdale location), Surrey

- trained and coached new staff on company procedures and protocol
- provided customer service and handled customer complaints and concerns
- assisted in the making of food and the filling of customer orders
- supervised staff on shift including kitchen, counter and lobby staff
- given the responsibility of opening the restaurant in the morning
- routinely made deposits to the bank for the restaurant

VOLUNTEER EXPERIENCE

February 2007-
June 2007 **MEMBER—COMMUNITY LEADERSHIP CLASS**
Princess Margaret Secondary School, Surrey

- developed and organized school wide event: Clothing Drive
- acted as ambassadors of the school to special guests
- assisted school administration in running various events around the school including: Parent Forum, Grade 7 Visits, School Immunizations, Parent Teacher Interviews, Surrey Earth Day
- experienced in event planning, communication styles, goal setting, time management

September 2006-
June 2007 **PEER TUTOR—Learning Central (Afterschool tutoring program)**
Princess Margaret Secondary School, Surrey

- provided assistance to students for class and project work
- led class discussions on current events
- assisted teacher with administrative tasks
- observed instructional and classroom management strategies

- September 2006-
June 2007
- FINE ARTS COUNCIL MEMBER (Afterschool Art Program)**
Princess Margaret Secondary School, Surrey
- created banners for school groups to advertise their events
 - designed and created props for school drama productions
 - organized school wide Coffee House event
 - participated in school beautification projects around the school
- October 2005-
February 2006
- COACH—U11 SOCCER TEAM**
Surrey Youth Soccer Association
- coached and motivated students to realize their goals
 - instructed team on various soccer techniques and plays
 - encouraged good sportsmanship and established the importance of teamwork
 - supervised and instructed students at practices, games, and tournaments
- January 2005-
February 2006
- DOG WALKER**
Society for the Prevention of Cruelty to Animals (SPCA), Surrey
- committed to walking dogs at least twice a week
 - trained in the Dog Sense program
 - assisted in the socialization of dogs in preparation for adoption
 - provided detailed notes on each dog for use in adoption materials
 - cleaned kennels and cages

ACTIVITIES AND ACHIEVEMENTS

2000-Present	Black Belt, Tae Kwon Do—John Kim Academy
2003-Present	Player, Soccer—Surrey Youth Soccer Association
2003-2007	Member, Fine Arts Council
2004-2005	Member, Environmental Club
2005-2006	Member At Large, Princess Margaret Student Council
2003-2004	Grade 8 Representative, Princess Margaret Student Council

SKILLS

Certified in St. John Ambulance Standard First Aid

Certified in Food Safe

Experienced in event planning and marketing

Fluent in spoken Punjabi

Experienced in using the following computer programs:

Microsoft Word	Adobe Photoshop
Microsoft Excel	First Class
Microsoft Powerpoint	Garage Band

REFERENCES

Mrs. Ellen Degeneres
Community Leadership Teacher/ Student Council Sponsor Teacher
Princess Margaret Secondary
(604) 594-5458 work
(604) 888-8888 home

Mr. Bill Gates
Restaurant Manager
McDonald's Restaurant—Scottsdale
(604) 599-9999 work
(604) 999-9999 home

Ms. Oprah Winfrey
Store Manager
Canadian Tire—Newton
(604) 333-3333