|  |    | JANE DOE  |   |   |
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          (xxx) 123-0123            lorenipson@mail.com            MONCTON, NB E8Z 2P9   

   professional summary   

Motivated and dedicated professional with excellent communication abilities and a strong commitment to community-focused initiatives. Brings over 5 years of experience in service-driven roles, including leadership, client support, and operations. Recognized for adaptability, cultural sensitivity, and a collaborative spirit. Eager to contribute to creating a safe, engaging, and inclusive environment for individuals of all ages.

   skills   

| * Effective Team Collaboration
 | * Respect for Cultural Diversity
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| * Point-of-Sale (POS) System Operation
 | * Friendly, Positive Attitude
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| * Cultural Awareness
 | * Strong Organizational and Time Management Skills
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|    experience

| Jan 2021 - Nov 2023 |  | **SELF-EMPLOYED** Owner, Fredericton, NB, Canada* Designed and delivered customized meal solutions for individuals, families, and local businesses, focusing on health.
* Created a rotating menu featuring fresh, nutritious options such as homemade salads, wraps, soups, and baked goods made with natural ingredients.
* Oversaw client communications, managed orders, and ensured timely deliveries, consistently maintaining a high level of customer satisfaction and repeat business.
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| Feb 2020 - Dec 2020 |  | **CASHIER** Cashier, Fredericton, NB, Canada* Operated cash register and accurately processed payments, returns, and exchanges.
* Maintained cleanliness of the checkout area by cleaning counters, shelves and windows.
* Performed opening and closing procedures, such as counting cash register, restocking, and cleaning.
* Bags purchases when if needed.
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 |  |  |    education    **Dec 2024****Bachelor of Business Administration (B.B.A.)**University of New Brunswick (UNB)Fredericton, NB, Canada **Dec 2020****Bachelor of Business Administration (B.B.A.)**University of New Brunswick (UNB)Fredericton, NB, Canada |
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  VOLUNTEER & COMMUNITY EXPERIENCE   

| Saint John, NB, CA |2024 – Present |  | **YOUTH PROGRAM ASSISTANT** |  Bright Horizons Community Centre* Supported the planning and facilitation of after-school programs focused on academic support, sports, and creative activities for children aged 8–14.
* Assisted in mentoring youth, promoting teamwork, leadership skills, and positive social interaction.
* Helped organize community events and family engagement nights, increasing participation by 25% over the first six months.
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