

**AMANDA JACKSON**  
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SAMPLE

OBJECTIVE:

To obtain a part-time position with a retail company as a sales associate.

TECHNICAL SKILLS:

- Cashier training – POS & VISA experience
- Assess customer needs re: size, fit
- Ordering, stock replacement, inventory control
- Organize/plan/set up displays
- Good understanding of safe work practices

PERSONAL SKILLS:

- Excellent team worker, focused
- Well-presented, style-conscious
- Outgoing, great interpersonal and communication skills
- Reliable, honest, hard worker

WORK & VOLUNTEER EXPERIENCE:

- Jacob Annex, Ottawa, ON  
Sales & merchandise display  
May – September, 2012
- Wal-Mart, Orleans, ON  
Shelf stocker  
Dec./2000 – March/2012
- Heart & Stroke Foundation  
Volunteer Canvasser  
Feb./2012
- Hunt Club Community Centre  
Summer Camp instructor  
July – August/2011

EDUCATION:

- Sir William Gray H.S.  
Ottawa, ON  
Sept./2010 - present
- St. John Ambulance First Aid  
Sept./2011
- WHMIS Certificate  
Sept./2011

REFERENCES:

Available on request