

# Linda Jones

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## ***Skills Profile***

An energetic professional with an aptitude for helping children within a learning or play environment. Highly effective with compelling cooperation, applied creativity, and quick response problem-solving skills. Demonstrates good judgment, confidence, and sensitivity with a respect for confidentiality.

## ***Education***

<b>Early Childhood Education Diploma</b>	Georgian College, Orillia, ON	2016
<b>First Aid/CPR/AED Level C</b>	St. John's Ambulance	Certified

## ***Relevant Workplace Experience and Learning***

<b>Education Assistant</b>	St. Johns Children's Programs	January – March 2014
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- Assisted students in grade 3 and 4 with academic activities in math, spelling, reading
- Helped to chaperone the playground during breaks and physical activities
- Worked with the teacher to adapt lesson plans to incorporate all students ability levels and to add variety

<b>Summer Camp Counsellor</b>	Newmarket Parks and Recreation	July – August 2013
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- Assisted with the development of camp programs and activities for children's groups ages 4 to 7 years, ensuring a good variety of active/quiet and indoor/outdoor selections
- Paid close attention to safety, and engagement of participants
- Support campers with separation anxiety and interpersonal relationships so they could enjoy the full complement of camp experiences

<b>Childcare Assistant</b>	The Family Fun Speech Clinic	March – April 2013
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- Offered a variety of playtime activities to occupy a wide range of children for part-day and full-day time periods – up to 10 at a time
- Maintain a sanitary work/play area to ensure safety
- Incorporated requests by parents and children for special events and preferred activities
- Tidied the waiting area, organized books and children's play area

## ***Additional Employment History***

<b>Retail Customer Service</b>	Let's Sell Stuff, Orillia, ON	2011 - present
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- Greeted customers and processed sales transactions in a friendly and efficient manner
- Used product knowledge and familiarity with store layout to guide customers to specific areas

<b>Retail Customer Service</b>	The Shoe Company, Newmarket, ON	November 2009 – 2010
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- Provided helpful advice on size and style options, and completed sales transactions
- Upsold accessories and after-care products to increase sales

## ***Special Recognition***

Employee of the Month Award- 2015