

## **CHARLES M. HAYS**

000 McBride Street  
Prince Rupert, B.C.  
V8J 0X0  
250-624-0000  
e-mail

### **OBJECTIVE**

To gain experience in a variety of work placements through this school district program.

### **EDUCATION**

Charles Hays Secondary School, Prince Rupert, B.C., Class of 20??.

Grade 12 – will graduate June 20??

B average student.

Taking mainly shop courses with Math 12.

### **SKILLS**

Drivers license “N.”

Computer – use Microsoft Word, Excel, and HTML programming.

Operate small engines – lawnmower, chainsaw, and sewing machine.

Operate business machines – copier, fax, and till.

Work well in a team environment.

Able to work independently with minimal supervision.

Have a strong ability in Math and English.

### **COURSES & CERTIFICATES**

Occupational First Aid Level 1

Serving It Right

FoodSafe Level 1

SuperHost

### **WORK EXPERIENCE**

Summer 2017-2018

**Titanic Gift Shop**, Prince Rupert

**Duties:** Customer service, handling cash, ordering stock, and doing inventory.

**Contact:** Mr. Jon Manager 250-627-0000

Summer 2016

Mowed neighbours' lawns and cared for their homes while they were on vacation.

**Contact:** Mrs. Suzy Neighbour 250-622-0000

### **AWARDS**

Perfect Attendance – Grade 9

Jr. Boys Volleyball Zone Champions – 2017

### ACTIVITIES

Play volleyball, basketball, and rugby.

Like playing Nintendo, listening to music, and reading James Patterson novels.

### REFERENCES

Mr. Otto Help  
School Counsellor  
Charles Hays Secondary School  
201 Prince Rupert Blvd.  
Prince Rupert, B.C.  
VJ8 4N7  
250-624-5031

Ms. Skipper Captain  
Owner  
Titanic Gift Shop  
000 3<sup>rd</sup> Avenue West  
Prince Rupert, B.C.  
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250-627-0000