

Kelsey Stewart

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SUMMARY

In the process of becoming an elementary teacher at Thompson Rivers University
Reliable with strong work ethic and experience in customer service
Interested in exploring new skills
Hiking and camping trips yearly
Good communication and problem solving skills
Friendly and approachable personality

SKILLS

Spanish - completed 1st year University
French - completed up to Grade 11
Experienced in customer service, sales and merchandising
Experienced in working with elementary aged children
Comfortable/used to being in outdoor environments

EXPERIENCE

November 2018- Present	Tutor Jordan Stewart Tutoring a 8th grade child with autism in math and reading
September 2018- Present	Volunteer at Bench Elementary Assisting teacher with students/activities Following a lesson plan provided by teacher and teaching it to a group of students independently
September 2018- Present	Nanny Mindy Caruso Supervising and entertaining three elementary aged girls Cooking and cleaning Keeping the girls active and outdoors as much as possible

**June 2018/2019-
August 2018/2019** **Summer Camp Leader**
Merritt Civic Centre
Planning and organising activities, crafts and field trips for children age
6-12
Camp was outdoors for ⅓ of the day
Camp included going to the swimming pool everyday

**August 2017-
April 2017** **Tap and Barrel Shipyards**
8 Lonsdale Ave, North Vancouver, 604-638-2339
Host
 Lead/ greet position
 Greeting and assisting customers to their tables
 Bussing tables
 Running food
 Leading/controlling the flow of the host stand
 Cleaning facilities
 Completed server training

**April 2017-
July 2017** **Planet fitness**
1901 Quilchena Ave, Merritt, BC, 250-378-0307
Receptionist/ Maintenance
 Providing professional and friendly service to members
 Cleaning facilities
 Creating memberships and processing paperwork

**May 2016-
August 2016** **Baillie House**
2250, Vought Street, Merritt, 250-378-0349
Tourism advisor
 Giving directions of the merritt area to visitors
 Having knowledge of the surrounding areas and of BC to inform
 Tourists (including hiking trails, backroads, local spots)

**July 2014 –
August 2015** **Work N Play Clothing Company**
1700 Garcia Street, Merritt, BC, V1K 1B8, 250-378-5217
Cashier/Customer Service
 Providing professional and friendly service to customers

Effective communication dealing with customers, co-workers and management

Accurately dealing with cash and sales

General cleaning and merchandising duties

Opening and closing stores

2011-2012

Tim Hortons

3340 River Ranch Road, Merritt, BC, V1K 1B8

Cashier/Customer Service

Taking and assisting in filling orders

Customer service, sales at the front counter and drive-through

Re-stocking and cleaning

2017-2018

EDUCATION

Sept 2017-

April 2018

Simon Fraser University

Bachelor of Arts, 3rd year

Sept 2015-

Present

Thompson Rivers University

Bachelor of Arts/Education, 1st, 2nd and 4th Year

Education Degree (in progress)

Sept 2011

June 2015

Merritt Secondary School

High School Diploma (Principal's list)