

Zackery Jackson
1234 River Drive
Burnaby, BC V3Y IE6
(604) 555-6789

EDUCATION Moscrop Secondary, Burnaby, BC
October 2010 Currently enrolled in Grade 11

Academic and Special Courses

-Math 11 -Business Computer Applications 11
-Biology 11 -Art 11
-Drafting 11 -Accounting 11

AWARDS AND ACHIEVEMENTS

2010 St. Johns Ambulance Standard First Aid Certificate

2008 Top Student of the Year in Math 9

2008 Bronze Medallion - Swimming

2007 Boy Scout Leader

WORK EXPERIENCE

June 2010-
Present *Cashier/ Server, McDonalds, Metrotown Mall, Burnaby, BC*
-Serve customers, manage cash register, balance cash float, responsible for
general clean-up of service area.

2007-
Present *Babysitter, For Ms. Smith a Neighbour, Burnaby, BC*
-Cared for two children aged 4 and 7 years old, made snacks and took
children on outings to the park during the day.

July 2010 *Office Assistant, Money Concepts Head Office, Burnaby, BC*
-During a one week work experience program, I input accounting data into
an Excel spreadsheet, filed customer account information and assisted
with photocopying and faxing office correspondence.

Jan. 2009-
May 2009 *Sales Clerk, Sport Chek, Metrotown Mall, Burnaby, BC*
-Assisted customers with purchases, restocked merchandise and helped to
maintain tidy merchandise displays, responsible for general store clean-up.

VOLUNTEER EXPERIENCE

- Sept. 2009-
Dec. 2009 *Hospital Resident Volunteer, St. Michael's Center, Burnaby, BC*
-Visit with hospital residents every Saturday for 3 hours, assist volunteer coordinator with arts and crafts with residents, assist on outings, and assist a few residents on neighbourhood walks.
- May 2008-
August 2008 *SPCA – Animal Assistant, Burnaby SPCA*
-Assisted with the cleaning of animal cages, brushing cats and small animals, walking dogs, and visiting unclaimed animals.
- Dec. 2008 *Volunteer for Unicef at Christmas, Vancouver, BC*
-Assist for three days during Christmas Season to collect donations for Unicef, and sell calendars and Unicef cards.

OTHER SKILLS

- Computers: familiar with Microsoft Word, Excel, PowerPoint and Basic Web Page design.
- Class 7 Drivers License
- Typing: touch type 40 words per minute
- Other languages- basic conversational French, and fluent in Portuguese.

ACTIVITIES AND INTERESTS

- School Sport teams: senior boys' basketball and volleyball
- Hobbies: tennis, surfing Internet and creating web-pages, collect baseball cards.
- Leadership skills: current member of Sports Council at school, group leader in Boys Scouts, Junior Leadership student in grade 10.

REFERENCES

Mr. Ronald McDonald, Manager of McDonalds, Metrotown
(604) 777-7777

Ms. Smith, Mother of Children I babysat, Burnaby, BC
(604) 444-4444

Mr. L. Jock, Basketball Coach, Moscrop Secondary, Burnaby, BC
(604) 664-8560

Ms. Calculator, Math 11 Teacher, Moscrop Secondary, Burnaby, BC
(604) 664-8560