



One University. One World. Yours.

CAREER
DEVELOPMENT
CENTRE

Career Information • Resources • Résumé & Cover Letters

RÉSUMÉ

Filling in Gaps/ Alternate detailed
format

Steve Santerini

7742 Lawrence Street, Halifax, NS * (902) 555-6789 * ssanterini@email.com

Friendly, efficient **Junior Clerk**, Organized team player who anticipates others' needs.

- Familiar with filing; excels at creating and maintaining organization systems
- Gets the “big picture” job, then takes initiative to make the work easier for all

Work Experience

Dishwasher, Norm's Diner

Sept 2009 to present

Started at this busy diner as a busboy, but within two weeks promoted to dishwashing. Clean dishes are the “invisible” essential ingredient to a restaurant's business so I created an organized, efficient system where I:

- 1) Prioritize the different loads of dishware, glasses, and cutlery so that all items are available at all times,
- 2) anticipate the needs of the wait staff by doing tasks such as separating cutlery for faster retrieval and bringing clean essentials to the front during busy hours, and
- 3) Consistently keep my end running smoothly by bringing in bus pans before they become over-filled

Accomplishments

- As a result of my re-organization, time has been saved throughout the system and everyone's job is easier.
- My co-workers have asked to be scheduled on the same shifts as me so that we can continue to work as a cohesive team. The owner of the diner has offered me a full time position.

Dishwasher, Camp Kawabi

Summer 2009

With co-worker washed 250 sets of dishes, three meals a day, six days a week for seven weeks. While the only job requirement was to clean all dishes and accompanying pots and pans by the next meal, we consistently completed our work ahead of schedule. Efficiency was achieved by creating familiar routine, dividing tasks to our personal specialties and motivating each other to keep up the pace.

Accomplishment

- Grumpy camp cook took a shine to the dishwashing staff for the first time in camp history.

Office Clerk, Santerini Shoboski and Kennedy

Summer 2008

Gave this law office a hand by organizing and filing outstanding paperwork for a couple weeks.

Volunteer Work

Daily Food Bank – Committee Head – During the school year motivated my class to collect food for a monthly food drive through humorous announcements and fun contests. Over a seven month period our class sent at least four boxes of food each month to Food-for-Life, a local food bank.

Currently Attending: Philip Joseph High School, completed Grade 11

Computer Skills: Comfortable in Microsoft and Mac environments

Extracurricular: Playing hockey from age 13 to the present played hockey three or more days a week, consisting of several practices and games. I now play in the Junior B League and organize pick up games for fun. Also on the school baseball team (spring) and soccer team (fall).

References available upon request.