

Adam Shariff
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GOAL

To acquire employment in a customer service capacity

EDUCATIONAL ACHIEVEMENTS

Diploma of Technology
Business Administration at Southern Alberta Institute
1995
Calgary, Alberta

Grade 12 Diploma
St. Mary's High School
1993
Calgary, Alberta

EMPLOYMENT HISTORY

Manager (shoe sales)
The Bay
April 1995 - January 1996
Calgary, Alberta

Duties: Organized time schedules, improved department organization, reviewed employment applications, assisted with interviews and staff selection, purchased stock, responsible for inventory control, assumed managerial duties in her absence.

Cashier
The Bay
June 1994 - April 1995
Calgary, Alberta

Duties: Handled customer complaints and ensured customer satisfaction, made recommendations and guided customers in the purchase of products efficiently and accurately operated a cash register.

Telephone Surveyor
123 Phone Lines Ltd.
March 1993 - June 1994
Calgary, Alberta

Duties: Successfully sold products to customers over the telephone, courteously and persuasively handled customer concerns.

VOLUNTEER EXPERIENCE

Resident Aide
Bow Valley Nursing Home
June 1992 - August 1992
Calgary, Alberta

Duties: Assisted seniors with dressing; organized outings; designed arts and crafts programs.

Olympic Volunteer
Calgary Olympic Development Association
February 1988
Calgary, Alberta

Duties: Directed patrons to seats; handed out brochures; answered inquiries.

INTERESTS

Learning new languages, cooking and reading.

REFERENCES

Available upon request