

Caitlin Kendall

Education

Bachelor of Education Pending 2021

University of Regina

Regina, Saskatchewan

Bachelor of Arts 2020

University of Regina

Regina, Saskatchewan

Highschool Diploma 2016

Carrot River Junior Senior High School

Carrot River, Saskatchewan

Work Experience

Montessori School (January 2018- May 2018)

- Assisted the teacher with lessons, crafts, reading and assignments in the classroom
- Monitored children ages 2-8 in a pre-school/elementary school setting
- Utilized strong problem solving skills to keep the classroom safe and pleasant for all
- Cleaned the classroom, gymnasium and other locations the children occupied
- Provided healthy snacks and lunch time assistance to the children
- Worked one on one with children and on my own in the class when needed

Boston Pizza (December 2018- May 2019, July 2019- Current)

- Served food and drinks in a busy setting
- Operated an up to date POS system
- Memorized an extensive food and beverage menu, daily specials, etc.
- Worked in expo preparing food to be taken out to guests
- Answered the phone, took orders and prepared Take Out orders
- Dealt closely and carefully with food and money
- Worked well with many coworkers at a time

Elk Ridge Resort (May 2019- Present)

- Served food and drinks in a busy fine dining setting
- Operated an up to date POS system
- Memorized a detailed and specific food and beverage menu, daily specials, etc.
- Answered the phone, accurately booked reservations and prepared Take Out orders
- Dealt closely and carefully with food and money
- Worked well with all other servers and kitchen staff
- Answered guests questions and concerns about all resort amenities to the best of my ability

Cathedral Mountain Lodge (August 2018-October 2018)

- Provided food and drink service in a fine dining setting
- Operated an up to date POS system
- Mixed and served various alcoholic beverages
- Presented and served wine properly and professionally
- Worked efficiently and professionally to deliver proper customer service
- Demonstrated a mature and professional persona at all times
- Dealt closely and carefully with food and money
- Worked well on my own and with other coworkers in a dining/kitchen setting
- Ensured all customers' concerns were addressed and they had a great overall experience

Venice House Restaurant (April 2015- September 2018)

- Dealt closely and carefully with food and money
- Assisted many people of the community by resolving concerns and managing expectations
- Utilized strong problem solving skills to keep everything running smoothly
- Worked fast and efficiently to deliver great customer service
- Demonstrated a mature and professional persona at all times
- Assisted in resolving conflict between coworkers as well as customers
- Ensured customers' concerns were always addressed and they left content with their experience

Pasquia Park Golf Course (Seasonal 2017, 2018)

- Dealt closely and carefully with large amounts of money
- Assisted many people of the community by ensuring the course met their expectations
- Utilized strong problem solving skills to keep everything running smoothly on the course
- Drove the beer cart and served many different golfers from young adults to seniors
- Maintained a mature and friendly persona to give the best customer service possible at all times
- Solved golfers questions and concerns regarding the course policies
- Responsible for closing duties and locking up at the end of the day

Pineland Co-op (April 2015- September 2015)

- Protected the business's value and profit by keeping information confidential
- Developed reasonable solutions to problems and resolved concerns involving customers
- Responsible for day end cash out to account for my till's daily income
- Accomplished many jobs around the store such as stocking shelves and cleaning bathrooms
- Organized the warehouse and store decoration for special days

Lifeguard (Seasonal 2014)

- Utilized practiced skills to keep people of all ages safe and happy
- Cleaned and sanitized bathrooms, staff room and pool deck daily
- Tested the pools chemical levels to ensure they meet expected standard
- Responsible for day end cash out to account for pools total income
- Monitored pool activities to ensure safety for all swimmers

Volunteer and Community Involvement

- Teacher Assistant at Carrot River Elementary School: Carrot River, SK
- Teacher Assistant at Seven Stones Community School: Regina, SK
- Canteen Volunteer for various school events: Carrot River, SK
- Scorekeeper/Referee for various sporting events: Carrot River, SK

Achievements

- Serving it Right Saskatchewan Certificate
- WHMIS
- High Honours: has achieved an average of 90% or higher
- Multiple Subject Awards: has shown exceptional aptitude and accomplishment in subject
- Basketball Award: for skill, leadership and dedication in Sr. Girls basketball
- Volleyball Award: for skill, leadership and dedication in Sr. Girls volleyball
- Standard First Aid/CPR, Bronze Cross and Bronze Medallion
- Certificate of Distinction in Mathematics

Extra-Curricular

- BOSS (Board of School Spirit) Member, 2016: CRJSHS
- Yearbook, 2015: CRJSHS

- Senior Girls Volleyball and Basketball, 2011-2016: CRJSHS