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## Ashley Anderson

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**Objective:** To gain employment as a full-time teacher at your school.

### Education

**2021 - Present**     **Thompson Rivers University – Bachelor of Arts**  
**Program**           Bachelor of Elementary Education

**2018 - 2021**         **Dawson Creek Secondary School – South Peace Campus**  
**Achievements**     Honor Roll student throughout High School

### Certificates

**2024**                   **First Aid**  
**2023**                   **Serving it Right**  
**2022**                   **H2S Alive / TDG / WHMIS**

### Work Experience

**Apr 2023 – Present Moxies – Server, Hostess, Expo & Catering**

**Responsibilities**

- Communicating with guests and other staff in a positive and effective way
- Attention to detail, making sure every guest is getting the best service and food possible
- Food safety knowledge, managing allergies & food sensitivities
- Conflict resolution, handling guests concerns
- Answering questions about the menu
- Teamwork, helping other staff when needed
- Multi-tasking, serving many tables at once
- Pack take-out orders and accepting payment, booking reservations
- Ensure the restaurant is clean and tidy
- Use “Open Table” technology to keep track of seating arrangements & staff assignments

**Apr - Sept 2022/ 24 Birchcliff Energy Ltd. – Warehouse & Field Summer Student**

**Responsibilities**

- Meeting internal customer expectations, assisting them with parts requests
- Receiving parts, reconciling packing slips against parts and purchase orders
- Shipping, packaging material, creating bill of lading
- Create parts records in computer system with strict guidelines and accuracy

- Parts barcode labelling, set bin location, print, magnetize and secure in place
- Cycle counting, ensure count of parts on the shelf matches computer system
- Housekeeping, ensure warehouse was kept clean, take-out garbage, break down boxes, floor management & ensure there are no tripping hazards
- Clean up field sites, weed whacking, pressuring washing, & painting

#### **Apr - Sept 2021 Dawson Creek Golf and Country Club – Pro Shop Associate**

- Responsibilities**
- Greet customers in person and by phone
  - Book tee times & tournament entries
  - Accept payments for fees and golf merchandise
  - Assist with unpackaging, stocking, setup and labelling merchandise
  - Ensure shop area is clean and tidy
  - Driving range ball retrieval using course machinery & by hand picking
  - Cart maintenance: line out for the day, put away charging at night, Covid 19 sanitation, garbage removal, washing/polishing

#### **2015 – 2021 Anderson Ranch, Groundbirch, BC - Ranch Hand (as required)**

- Responsibilities**
- Haying - Driving tractor with hay rake
  - Sorting - Separating cow/calf pairs & cow groupings
  - Vaccinating - Administering vaccinations and medical treatments
  - Cattle Drives - Rounding up cow/calf's; driving them to grazing lease
  - Feeding - Bottle feed calves, put out salt/mineral in feeders

### **Volunteer Work**

Dec 2023	<b>McGowan Park Elementary – Grade 1 Teaching Internship</b>
Spring 21/22	<b>Dawson Creek Volleyball Club - Assistant Volleyball Coach U13/U16 Girls</b>
Nov/Dec 2020	<b>Canalta Elementary School - Kindergarten Teaching Internship</b>
2015 - 2021	<b>DCSS/DCVC - Volleyball Scorekeeper</b>
2017 - 2018	<b>DCSS - Volleyball Refing Elementary Tournaments</b>

### **Awards/Achievements**

2022/2023	TRU Bachelor of Arts Dean's List
2021	Scholarship recipient: BC Cattleman's, BC Stockman's, BC Teachers Dawson Creek District & Birchcliff Energy Ltd.
2018/2019	Dawson Creek Volleyball Club Team Player Award / Most Dedicated Award
2019/20/21	Honor Roll
2019/20/21	Honor Roll with Distinction

### **References available upon request**