

RIA HOLLISTER

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JOB OBJECTIVE: To obtain a position as an elementary school teacher that will encourage my dedication to the education of vulnerable peoples.

SUMMARY OF QUALIFICATIONS:

- Well organized
- Hardworking, outgoing and reliable
- Self-directed
- Sociable
- Responsible
- Works well individually and collaboratively
- Honour Roll Achievement

VOLUNTEER EXPERIENCE:

Gold Medal Plate Competition

Kelowna, BC

February 11, 2012

- Help chefs plate their dishes in a timely and effective manner.

Gala – Thompson Rivers University

Kamloops, BC

February 4, 2012

- Plate dishes for the event in a timely and effective manner.
- Listen for additional instructions.

Accolades – Thompson Rivers University

Kamloops, BC

September 2012 – April 2013

- Preparation work for the dining room to be ready for service.

Pacific Way Elementary

Kamloops, BC

October 4, 2018 – June 27, 2019

- Helped in a variety of classrooms ensuring the teacher was receiving the help they required.
- Provided support for children with a variety of subjects (Mathematics, Social Studies, English Language Arts, etc.)
- One-to-one reading.

WORK EXPERIENCE:

Childcare Provider (various individuals)

From: January 2008 – August 2014

Duties/Responsibilities:

- Supervise and care for children in the absence of the regular caregiver.
- Bathe, dress and feed infants and children.
- Prepare formulas and change diapers for infants.
- Organize activities such as games and outings to provide amusement and exercise.

Property Management Assistant

From: March 1, 2008 – August 30, 2010

Duties/Responsibilities:

- Mowed/ Watered Lawns/ Landscaped (for 3 properties) – Effectively maintained the look of various properties.
- Cleaned Apartments – Cleaned various apartments and rentals prior to new owners moving in. Cleaned various apartments and rentals after tenants moved out.
- Painted – Responsible for the upkeep of various apartments and rentals.
- Purchased Supplies – Ensured all required supplies were ready to be used for cleaning/up keeping/and maintenance.

Ric's Grill

From: May 1 – August 16, 2011

Duties/Responsibilities:

- Dish washer – Ensured that all dishes were properly cleaned and stored away. Followed safety instructions effectively.
- Morning prep – Prepared all food for breakfast, lunch, and dinner services. Followed proper food safety rules.
- Salads – Prepared and presented salads on the plate in order for the servers to bring the food to the customers.
- Desserts – Responsible for plating multiple varieties of deserts when requested.

Storms on the River Restaurant

From: April 28, 2013 – February 11, 2015

Duties/Responsibilities:

- Appetizer and Dessert Cook – Responsible for the presentation and quality of the food for customer consumption.
- Line Cook – Effectively and efficiently cooked meals for customers.

- Plating – Ensured that quality food is being presented for customer consumption.
- Grill – Listened to instruction and diligently cooked meat and seafood in a timely manner. Always ensured that care was taken so food was being sent to the customer the way they ordered it.

Aspen Bailiff & Process Servers Inc.

Box 3284, Kamloops, B.C., V2C 6B8

From: 2007 – Present (part-time)

Position: Secretarial/Bailiff Assistant

Duties/Responsibilities:

- Filing/faxing quickly and effectively
- Provide locates on various people
- Respecting confidentiality
- Answering the telephone in a professional manner
- Stuffing/sealing envelopes to send to clients
- Effectively and efficiently typing affidavits

Sandbar Restaurant and Don Cherry’s Sports Bar

From: May 10, 2015 – Present

Duties/Responsibilities:

- Hostess/Busser – Graciously welcomes customers into the establishment. Diligently clears tables to ensure the comfort of guests. Prepares seating area for the next customers.
- Bartender/Server – Effectively and efficiently makes drinks for the customers. Responsible for the comfort of multiple tables at once, ensuring everyone is attended to and cared for. Helps customers with menu decisions and customer safety with food allergies.
- Train new staff to ensure they are prepared enough to begin working independently.

EDUCATION/CERTIFICATES:

2007 – 2011	Grade 12: Sa-Hali Secondary School
2008	Babysitting Certificate
2008	Basic CPR Course and First Aid
2011	Level 1 Food Safe (through TRU)
2011	TRU Student – First Year Culinary Arts
2012	TRU Student – Second Year Culinary Arts
2015	Serving It Right
2014 – Present	TRU – Bachelor of Arts/ Bachelor of Education

TRAINING, SPECIAL SKILLS AND/OR LICENCES:

- Ability to operate a variety of computer software programs such as: PowerPoint, WordPerfect, Internet, Simply Accounting
- Familiar with computer software installation
- Accurate typing
- Musically inclined
- Various work experience

REFERENCES:

Norm Wojak
Owner of Storms Restaurant/Head Chef
(250) 372-1522

Arlene Hautala, President
Aspen Bailiff
(250) 828-2112

Lorne Stenseth
Real Estate Agent
(403) 818-0458

D'Arcy DeMore
Carpenter
(250) 574-0545

Kelly Inglis
Manager/Supervisor at Don Cherry's Sports Bar
(250) 833-1154