

# Natalie Duncan

## EXPERIENCE

### A&W Cashier

*Full-time from October 2018 to May 2019*

- Full-time job during a gap year.
- Taking orders and helping customers.
- Making sure orders are made and given out correctly.
- Working on drive-thru and in-store.
- Keeping the dining room tidy.
- Taking food and appliance temperatures for food safety.
- Briefly cross-trained to work in the kitchen.

### Dana Porter Library Collections Assistant

*Contract from April 2018 to August 2018*

- Part-time position at the University of Waterloo.
- Organizing and shelving books.
- Learning the Library of Congress classification system.
- Working both independently and as a team.
- Shelfreading (ensuring decimal by decimal that books are in the correct order).

### Wal-Mart Customer Experience Salesfloor Associate

*Part-time from July 2017 to October 2017*

- Covering cashier position as needed.
- Working in customer service at all times.
- Making sales.
- Stocking shelves and organizing new items.
- Keeping the store looking neat and attractive for customers.
- Covering breaks and learning to adapt to different roles.

### Sobeys Salad Bar Employee

*Part-time from November 2015 to November 2016*

- Making salads.
- Chopping fruits and vegetables.
- Keeping a clean workspace.
- Maintaining safety records.
- Aiding customers to place specialized orders.
- Making salads to suit various dietary needs.

## SKILLS

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- Fluent in French and certified at DELF level B2.
- Extensive experience with Office 365.
- Typing speed of 75 wpm.
- Experience organizing and directing people.
- Experience in working with databases.
- Familiar with the Library of Congress classification system.
- Familiar with food safety procedures.

## EDUCATION

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### Graduated From Waterloo Collegiate Institute

*High school from September 2013 to June 2017*

- Overall average of 90%.
- Graduated with honours and distinction.

**Currently studying Clinical Psychology at Redeemer University!**

## CONTACT ME

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**Phone:** 226.600.1355

**Address:** 342 Skyview Place

**Email:** NatalieDuncan14@gmail.com

Waterloo, ON

N2V 1S4

**Thank you for your time!**

**I look forward to hearing from you.**