

# ALEXANDRA LO

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## SUMMARY OF QUALIFICATIONS

- Extensive volunteer experience working with children
- Eager and willing to learn new tasks; training and self-improvement developed through volunteerism and employment preparation courses
- Reliable and dependable worker as demonstrated through current long term employment

## WORK EXPERIENCE

**Retail Sales Associate** 2014-Present

*Golf Town, Calgary, AB*

- Fold, label and organize incoming merchandise
- Bag items and assist customers with information on pricing, purchases and products while providing excellent customer service

## VOLUNTEER EXPERIENCE

**Child Care Support** 2017

*We Care Daycare, Calgary, AB*

- Engaged and supported children aged 3 months to 5 years
- Assisted with all activities and events

**Child Care Support** 2013-2017

*University of Calgary's Child Care Center, Calgary, AB*

- Supported teacher and children during music program
- Cared for children aged 4 to 5 years

**Leadership Counselor** 2011

*Easter Seals Camp Horizon, Calgary, AB*

- Mentored youth campers with disabilities and assisted them in building leadership skills, interpersonal skills, and independence
- Supported in planning and leading camp activities, conflict resolution, problem solving, and adapting activities to meet a variety of needs

## EDUCATION & TRAINING

- Alberta Child Care Certificate, Child Development Assistant, Calgary, AB 2017
- Standard First Aid CPR/AED Level C Certificate, Calgary, AB 2017
- Employment Preparation Extension Certificate, MRU, Calgary, AB 2011-2012
- Grade 12, William Aberhart High School, Calgary, AB 2011