

# LEANNE LOEWEN

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## SKILLS PROFILE

**Banquet Service;** received daily catering orders in multiple-level office tower, distributed and set up banquet areas, provided efficient and friendly service, cleared and reset banquet areas, maintained high standards of safety and cleanliness

**Customer Service;** over 15 years of experience in delivering enthusiastic and professional service to customers in retail, banquet, office and child care settings

**Health Care Aide;** completed the Health Care Aide Program at Bow Valley College, over four years of experience assisting with the personal care of children, including feeding, bathing, changing and supervision

**Office Assistance;** four years of experience working in office settings, distributing received mail, preparing documents to be scanned and emailed, maintaining office supplies in multilevel office buildings

**Laundry Service;** collected laundry within a busy hotel facility, sorted and treated laundry accordingly, handled appropriate chemicals, required to lift upwards of 20 pounds, operated industrial washing and drying machines, paid close attention to detail to ensure a consistent supply of clean laundry to customers

## PROFESSIONAL EXPERIENCE

<b>Business Services Assistant, Deloitte</b> <i>Calgary, AB</i>	<b>November 2014-November 2017</b>
<b>Laundry Room Attendant, Coast Plaza Hotel and Resorts</b> <i>Calgary, AB</i>	<b>2007</b>
<b>Office Assistant, McNeil Group Inc.</b> <i>Calgary, AB</i>	<b>2006</b>
<b>Production and Assembly Worker, Grand &amp; Toy</b> <i>Calgary, AB</i>	<b>2005</b>
<b>Childcare Assistant, Calgary Quest Children's Society</b> <i>Calgary, AB</i>	<b>2001-2003</b>

## EDUCATION AND ACKNOWLEDGEMENTS

<b>ProServe Liquor Staff Training Certification</b>	<b>2018</b>
<b>Health Care Aide Diploma, Bow Valley College</b>	<b>2013</b>