

# MARNIE ANTHONY

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## SUMMARY

Professional with over 20 years of experience working in fast-paced environments such as daycares and beauty salons. Seeking a change of career where I can put my skills and professionalism into practice.

## SOFT SKILLS

STRONG WORK ETHIC

POSITIVE ATTITUDE

EXCELLENT COMMUNICATION SKILLS

TEAMWORK SKILLS

FLEXIBILITY/ADAPTABILITY

WILLINGNESS TO LEARN NEW TASKS

PUNCTUALITY

## ACCOMPLISHMENTS

- Received commendation for work at the Downs Children's Centre
- Earned an 89% in Early Childhood Development, Red River College
- Volunteered at Deer Lodge Hospital providing residents with manicures

## EMPLOYMENT HISTORY

**Child Care Assistant, Metis Family Services**

2014— 2019

*Calgary, AB*

- Supervise and monitor the safety of children
- Organize mealtimes and snacks for children, set the table
- Help children keep good hygiene
- Change the diapers of infants and toddlers
- Assist the teacher on collecting books at the library and any other tools needed for their class
- Play with and monitor children's games
- Watch for signs of emotional or developmental problems in children and bring the problems to

- the attention of the teachers
- Classroom general cleaning; sanitize toys and shelves, organize toys and other materials in the classroom

**Child Care Assistant, The Downs Children's Centre**

2007 — 2014

*Winnipeg, MB*

- Nursery attendant; administered feedings, changed diapers and soothed infants in care
- Effective multi-tasking skills, used to provide excellent care to all children within the nursery group
- Developed and facilitated activities for young children including: painting, singing and games
- Cultivated a reputation for being helpful and accountable; always willing to take on extra tasks including: holiday party and concert planning, meal preparation, cleaning and facilitating art programs
- Experienced First Aider with a demonstrated ability to perform under pressure

**Esthetician's Assistant, City Looks Salon and Spa**

2003 — 2007

*Winnipeg, MB*

- Provided excellent customer service and premium spa treatments including: pedicure preparation; exfoliation and moisturizing treatments; foot, leg and hand massages
- Set-up treatment rooms, cleaned and sanitized fixtures, laundered spa linens
- Covered reception for breaks, took appointments and aided in the coordination of spa parties

**Esthetician, Forget Me Not Day Spa**

2001 — 2003

*Winnipeg, MB*

- Performed manicures and pedicures in a variety of styles according to clients preferences
- As a certified esthetician, able to: exfoliate, trim cuticles, apply polish, file and sculpt nails

**Administrative Assistant, Business Development Bank**

1996 — 1999

*Winnipeg, MN*

- Processed documents, maintained paper files, operated a multi-line phone system, took messages in a professional manner, handled incoming and outgoing mail, received packages, coordinated mail-outs, and assisted customers

## **EDUCATION AND CERTIFICATIONS**

- Emergency Childcare First Aid and CPR, Red Cross First Aid, Alberta, 2013
- Introduction to the Science of Early Childhood Development, Red River College, Winnipeg, 2009 (Level 1 childcare accreditation)
- Esthetician Certification, Accademia Dei Cappeli Academy of Hairstyling and Esthetics, Winnipeg, 2000
- Automotive Office Certification, Southern Winnipeg Technical College, Winnipeg, 1996

## **REFERENCES**

- Jesse Pike (co-worker at Metis Family Services): 587-207-5333
- Ellen Jones (Assistant director of Metis Calgary Family Services): 403-478-6079
- Kerri Kelly (manager at Assiniboia- Downs Children's Centre): 1-204-801-4306
- Lea Orr (Receptionist- friend): 403-815-1028