


JAKE SIMON

STUDENT

CONTACT

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 8012 Concession 16, Arthur, ON,
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EDUCATION

**St James Catholic High School
Guelph, ON**

September 2021- July 2024

Ontario Secondary School Diploma

**Conestoga College
Waterloo, ON**

September 2024- January 2025

Electrical and plumbing

AWARDS & CERTIFICATIONS

- April 2022: Most Sportsmanlike
- January 2025: First Aid Training
- February 2025: Heights Training
- October 2025: ForkLift Licence

SKILLS

- Positive attitude
- Good communication
- Problem solving
- Time management
- Emotional intelligence
- Active listener
- Teamwork and collaboration
- Adaptability

EXTRACURRICULAR

October 2012-Present: Hockey

PROFILE

I am an experienced, reliable, and detail-oriented worker with strong written and verbal communication skills. I am experienced in writing clear notes, instructions, and reports while maintaining accuracy and professionalism. I work well in team environments and communicate respectfully with supervisors, coworkers, and customers. I can follow procedures, document information properly, meet deadlines, and stay organized while working efficiently in a fast-paced, hands-on environment.

WORK EXPERIENCE

SALES ASSOCIATE *March 2021-April 2023*

Tim Hortons Arthur, ON

- Provided fast and friendly customer service and a high-volume environment
- Prepared food and beverages while following safety and hygiene standards
- Resolved customer concerns professionally
- Took customer orders accurately and handed cash or debit transactions

DELI WORKER *September 2023- November 2025*

Foodland Arthur, ON

- Followed company procedures and health guidelines
- Restock supplies in assisted with closing and opening duties
- Packaged and labelled deli items accurately
- Maintain cleanliness and sanitation of deli counters and work areas

RECEIVER, FORKLIFT AND PICKER OPERATOR *April 2025- Present*

Tire Discounter Group Orangeville, ON

- Operated forklift to move stack and organize inventory
- Worked efficiently while meeting daily targets
- Supported team members with heavy lifting and general warehouse duties
- Labelled scanned and tracked inventory to ensure accurate order fulfilment
- Studded tires and preparing product for custom orders