**SUMMARY OF QUALIFICATIONS**

* Able to work independently and in a team environment
* Efficient work ethic, always striving for perfection
* Knowledgeable about video games styles, companies, and genres
* Organized, detailed-oriented and safety conscious
* Creative thinking and problem solving
* Strong typing skills; able to type 60 wpm with exceptional accuracy
* Familiar with Microsoft Word, Excel, Email and using Internet browsers
* Currently a Trios Student Learning game design skills

**SKILLS AND ABILITIES**

**General Laborer**

* Worked in window and door assembly production line, helping assemble and build custom designed window and door systems
* Worked with a team of installers for a custom window and door company
* Delivered friendly, courteous service while utilizing the establishment’s Customer Service Principles
* Skilled with a variety of specialized tools and power tools
* Maintain a safe and friendly work environment while encouraging others to do the same

**Inventory Management**

* Maintained a steady fast pace while inventorying products in a team environment
* Consistently performed typing and data entry with accuracy and attention to detail
* Current typing speed of 50 wpm assisted in proving exceptional turnaround on data entry requests
* Worked with different inventory management programs ranging from custom made inventory systems to large commercial systems

**EMPLOYMENT HISTORY**

Installer, Centennial Windows and Doors, London, ON 2016 to 2018

Inventory Specialist, RGIS, London, ON 2014 to 2015

Receiver, Forest City Surplus, London, ON 2009 to 2013

Factory Labourer, Centennial Windows and Doors**,** London, ON 2004 to 2005

**EDUCATION AND TRAINING**

**GED General Equivalency Development**, Fanshawe College, London ON 2008

**VOLUNTEER EXPERIENCE**

**Habitat for Humanity**, London ON 2007

**Reference available upon request**