| Melanie Babij  (613) 807-0181  [melaniebabij@gmail.com](mailto:melaniebabij@gmail.com) OBJECTIVE |  |
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| To obtain a part-time or full-time position that contributes to my professional growth and development**.** EXPERIENCE **Kitchen Helper / Server** *— EY Centre*  May 2024 - Present (casual/on-call)  At EY, I go wherever is needed. I have experience helping with food preparation and cooking for large events as well as serving food buffet-style and taking payments. I have also done administrative sign in/out timesheet work when EY hires independent contractor banquet servers for their largest events.  **Kennel Attendant and Shuttle Driver —** *Red Dog Canine Centre*  June 2024 - August 2025  Duties include: Supervising and caretaking of dogs (one on one and up to 25+ at a time), basic dog bathing, administering medication as well as meals/treats throughout the day, shuttle service (picking up and dropping off dogs to and from their houses), basic puppy training (sit,down,stay and walking on leash). Other duties include cleaning kennels and the centre (sweeping, mopping, glass cleaning, dishes etc.), caring for newborn puppies & their mothers (bottle feeding if necessary, supervising their growth and well-being etc) As well as ensuring the general safety of all dogs at all times.  **Hostess —** *Moxie’s Orleans Bar and Grill*  August 2021- May 2024  Duties include: Greeting and seating guests, running food, pre-bussing, and general cleaning. Other duties include restocking bathroom supplies, answering phones, booking reservations, and creating a practical seating chart to ensure efficiency for all parties. My goal throughout each shift is to assist and present the guest with the best care while still adhering to both their personal preferences and our server’s at all times.  **Administrative Payroll *—*** *KRSS Services*  July 2023 - November 2023  Duties include**:** Reviews and corrects time cards for employees, manually inputs employees shifts within the service period into QuickBooks, cross references employees with clients and enters both clients and employee hours into spreadsheets to ensure correct compensation. Bartender *— Events, Parties*July 2023 - Present, ongoing (casual/on-call) Duties include: Set up and take down the bar and all ingredients. Serving drinks at an open bar while still ensuring smart serve regulations. Basic cocktail knowledge. Canadian Tire — *Customer Care and Sales Associate* October 2020- May 2021  Duties include: Stocking and tidying shelves, putting away returned products and most importantly helping customers choose and find the product that best fits their needs, while informing them of the amenities of each product. EDUCATIONGloucester High School— *OSSD Diploma*September 2018 - June 2022Followed core curriculum in the English program and graduated with a grade 12 diploma. Received Honour roll award for obtaining an overall average of 80% or higher in grade 12. VOLUNTEER WORK Mural Assistant — Creations By Steph (Steph Babij Art) Ottawa, ON Summer 2024/2025 PCC Aerostructures— Auburn, *California, US* Summer 2019-2020  Duties include: Taking orders and packaging them in a warehouse. OFSAA Volunteer—OFSAA Wrestling March 4th-6th 2020  Duties include: Time keeping, score sheets, set up and take down, preparing food bags, directing athletes to mats. | CERTIFICATIONS Ontario Smart Serve certified SKILLS  * Adaptability * Communication * Conflict Resolution * Attention to Detail * Time Management * Collaborative * Organized * Driven  REFERENCES Laura Beauvais - PCC Aerostructures Director of Global Commodities Mobile: (773) 414-4652  Miles Holmes - Moxie’s Orleans General Manager Mobile: (613) 808-7896  Serge Côté - EY Centre Sous-Chef. Mobile: (819) 431-2590 |