**MITCHELL**

**PROFESSIONAL SUMMARY**

An analytical, punctual, and reliable job seeker looking to find the next employment opportunity. Possesses a strong passion and drive for the automotive industry. Obtains a variety of skills in administration, communication, and labor.

**SKILLS**

* Performs all work duties in a safe, organized, and efficient manner.
* Maintains a personable and positive attitude.
* Successfully operates Microsoft Office Suite – Word, PowerPoint, and Excel.
* Possesses a valid Class 5 GDL license and clean abstract.

**EXPERIENCE**

**Administrative Intern** | Edmonton Health Cities

*August 2021 – September 2021*

* Operated MS Excel to successfully input data such as logging employee hours.
* Documented employees' tasks to maintain organization.
* Displayed integrity, honesty, and the highest level of confidentiality throughout work.

**Shipping Assistant** | Norwood Foundry Ltd.

*June 2019 – June 2020*

* Supported the shipping and receiving department by counting inventory and packing products.
* Cultivated a clean, organized, and safe workspace when necessary for coworkers.

**Material Coordinator** | Thermo Design Engineering

*November 2017 – February 2018*

* Ensured industry standards were consistently being met throughout tasks.
* Received and verified orders and packing slips.

**EDUCATION**

Autism CanTech! Program | Norquest College

*Graduated 2021*

High School Diploma | W.P. Wagner High School

*Graduated 2015*