

JUSTIN DIXON

- Address: 89A Terra Nova Road, St. John's, NL, A1B 1E8
- Cell Phone: (709) 351-0346
- E-mail: jgd078@mun.ca

CAREER OBJECTIVE

I am a fresh university graduate seeking a full-time, permanent position in administration or customer service. I would like to utilize my skills and experience, as well as my passion for the business profession to excel at the task for which I am responsible for.

SUMMARY OF QUALIFICATIONS

- Microsoft Office
- Financial Statements
- Communication
- Customer service
- Able to adapt
- Leadership
- Ambitious
- Innovative
- Interpersonal skills
- Individual and team oriented

EDUCATION

Bachelor of Business Administration (Human Resources)

2017

Memorial University of Newfoundland and Labrador
St. John's, NL

EMPLOYMENT EXPERIENCE

Dollarama (Sales Associate)

2015-Present

St. John's, NL

- I maintain a professional approach and show empathy regarding customer needs and wants, while maintaining the company policy. Along with being the lead cashier, I also provide assistance to supervisors while doing up cash deposits at store

closing. I learned a lot by doing so and as a result, was recently asked to become a supervisor.

Baynet (Supervisor)

2013

Bonavista, NL

- Supervised an after-school tutoring program for kids from Kindergarten to grade 8. As well, was one of the employees who worked at the office where kids went to play games and study. I also helped tutor when tutors called in sick and maintained the program some days with little to no staff.

VOLUNTEER EXPERIENCE

Tax clinic

2017

As part of the tax clinic, I am able to get the experience I need to provide assistance in preparing taxes for individuals during tax season.

Walk Safe

2014

MUN program for students needing a guide across campus. As well, a bus known as *Drive Safe* came every hour, on the hour to give students a ride home at night.

Five Coves Fire Dept.

2012- 2013

Volunteer firefighter at the Newman's Cove, NL Fire Department. I learned about first aid, how to properly use the equipment, and practised tactics used in the fire fighting world.

Relay for Life

2011

Program to support cancer awareness I volunteered for. I mentored games and activities, as well as the *lighting of the candles* in memory of the victims who were lost to cancer.

AWARDS

Bronze VIP award, MUN

2014

Baynet Bursary

2013

Outstanding work ethics

2010, 2012

References available upon request