**Jessica L. Robichaud**

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**Objective**

To obtain a challenging position in a field relevant to my college education which will further my environmental, communication and research skills.

**Skills**

* Well organized and responsible
* Positive and creative
* Willing to work in a group or independently
* Solid customer service skills
* Attention to detail
* Advanced typing skills

**Education**

**Environmental Technician**

Algonquin College, Pembroke, ON

2013-present

* Relevant courses include Communications, Microcomputer Applications, and Statistical Data Management
* Use of specified job related equipment such as Microsoft Office, surveying equipment, and analysis processes

**Related Experience**

**Bearskin Airlines**  Sudbury, ON

**Passenger Service Agent** 2010-2013

* Demonstrated effective ground to air communication
* Guided inbound and outbound passengers
* Processed ticket and cargo charges

**Other Work Experience**

**Movie Gallery**

**Senior Customer Service Associate**

Val Caron, ON

 2007 - 2010

* Contributed to inventory and shipping & receiving
* Maintained an organized workplace
* Effectively worked independently
* Trained new employees and performed interviews
* Responsible for start of day and end of day operations

**Certifications**

WHMIS 2013

CPR Level C/AED