**Kyle Morrison  
Eastpoint, Ontario | (555) 987-6543 | kyle.morrison@email.com**

**Professional Summary  
Customer service professional with experience in retail and office administration. Skilled in handling cash, scheduling, and managing basic computer software. Interested in transitioning into agriculture despite limited hands-on farm experience. Looking for stable, full-time work in a new field.**

**Core Skills**

* **Cash register operation and point-of-sale systems**
* **Scheduling staff shifts and handling customer inquiries**
* **Microsoft Office (Word, Excel, PowerPoint)**
* **Basic landscaping and lawn mowing**
* **Strong communication and teamwork in retail settings**

**Professional Experience**

**QuickMart Convenience – Shift Supervisor  
Bayshore, Ontario | 2019 – 2024**

* **Oversaw daily operations of a busy convenience store.**
* **Managed cash deposits, reconciled registers, and handled customer complaints.**
* **Supervised part-time staff and created weekly shift schedules.**

**Office Supply Depot – Customer Service Associate  
Eastpoint, Ontario | 2016 – 2019**

* **Assisted customers with purchases of office furniture and supplies.**
* **Managed inventory and stocked shelves.**
* **Answered phones and processed online orders.**

**Education  
High School Diploma  
Eastpoint Secondary School – Eastpoint, Ontario  
2015**

**Certifications**

* **WHMIS Certification (2018)**
* **Workplace Safety in Retail (2020)**

**References  
Available upon request.**