

# Caden Lee

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## Summary

Enthusiastic and dedicated high school graduate seeking a challenging position that utilizes my skills in creative writing, basic programming, and research, along with my experience in retail and custodial environments.

Additional Information:

- Engaged in self-study and remote learning programs during a gap year to enhance skills and knowledge.
- Seeking opportunities in Saskatoon to align with career goals.
- Experienced in retail and sanitation environments.
- Recently purchased an electric bike to allow for greater flexibility in employment locations.

Hobbies:

- Passionate about programming, linguistics, and writing short stories for future publication.
- Enjoys researching obscure topics and engaging with niche communities.

## Experience

### Cashier

#### Young Food Store

Nov 2022 - Present (1 year 3 months)

- Perform cashiering and cash handling duties with precision, ensuring accurate transactions and maintaining financial integrity.
- Prioritize customer satisfaction through effective communication and prompt issue resolution.
- Maintain an organized and appealing store environment by stocking shelves and ensuring products are well-presented.
- Execute comprehensive cleaning tasks, including floors, windows, shelves, and dish washing, to uphold hygiene standards.
- Independently open, close, and oversee store operations, showcasing reliability and self-reliance.
- Weekly responsibility for coordinating sales activities, including setting up sales promotions and preparing sale tags.

### Intern

#### LANGDON CHAMBER OF COMMERCE

Aug 2022 - Sep 2022 (2 months)

- Conducted in-depth research to understand the existing file landscape at Langdon Chamber of Commerce (LDCC).
- Designed and implemented a comprehensive file management system, addressing the challenge of disparate files with arbitrary names.
- Created and implemented standardized file-naming conventions, promoting consistency and ease of retrieval.
- Collaborated with team members to map out the optimal relocation of files within the new filing system.

## Education



### **NorQuest College**

ACT! Certifigate Program, Data Processing

2022 - 2022

- Leaned how to use excel for basic tasks and as a database. I also learned some simple SQL queries and how to use them.
- Participated in a work experience program where I interned at Langdon Chamber of Commerce.

### **Sturgeon Composite High School**

2018 - 2020

- Participated in a work experience program where I assisted the school custodians in cleaning the floors and desks.
- Obtained a WHMIS certification for the purposes of my work experience. I also took a first aid course that was offered during PhysEd-30.

### **Winston High School**

High School Diploma

2020 - 2021

## Licenses & Certifications

### **Workplace Hazardous Materials Information System Training - Sturgeon**

Composite High School

Issued 2019 - Expires 2022



### **First Aid - Canadian Red Cross**

Issued 2020 - Expires 2023

## Skills

Summarizing Information • Easily Adaptable • Time Management • Sanitation • English • Customer Service • Floor Cleaning • Note Taking • Paperwork • Cashiering