



JILL of all Trades

NO JOB TOO BIG OR SMALL

Need a helping hand!!!

- day off, half a day off or just an hour or two
- don't close your business while attending a meeting or workshop
- planning a special event or project

I have experience in the following areas:

Custodial Supervisor/Radio Dispatch/Reservations /Dock Staff
Bookkeeper/Counter person /Bar Manager

- ✓ Bookkeeping services
- ✓ Customer service
- ✓ Reception
- ✓ Bartending/server
- ✓ Waitress
- ✓ Inventory

My certificates achieved

Graduated high school grade 12 on a combined studies program

Certificates received: Business Management, Law 11, Psychology, Bookkeeping
Intro to Computers, Advanced Bookkeeping,
Microsoft programs,
Simply Accounting, Income Tax Training, World Host
Lottery Machine operation,
Serving it Right, Food Safe

I am bondable, reliable, honest, trustworthy,

Donna Mounce
250-463-9865
email: jillofalltrades8@gmail.com