

HAILEY COLBY

OBJECTIVE: Seeking a challenging part time position

HIGHLIGHTS OF SKILLS

- **Reliable**
- **Responsible**
- **Hard Worker**
- **Friendly and adaptable**

EXPERIENCE:

STONEWALL TALENT (member of Actra)

2003-present

Extra Work

Hamilton, Ont.

- **Worked on television and movie sets as a background person**
- **Prepared attire prior to set time**
- **Communicated with all actors and staff professionally**
- **Followed direction set by the director**

LAKE AVE. CAFÉ'

Aug. 04 to July 05

Hostess

Hamilton, Ont.

- **Seated people in available areas**
- **Served food to the customers**
- **Set up and closed restaurant**
- **Washed dishes and cleaned up tables**

REFLECTIONS HAIR STUDIO

May 07 to Aug 07

Receptionist

Hamilton, Ont.

- **Answered phones and booked appointments**
- **Washed clients hair**
- **Cleaned up and assured all areas were cleaned**
- **Communicated with the clients while they waited**

VOLUNTEER:

Knights of Columbus

1999-present

- **Assist with various charity events**
- **Set up and clean up**
- **Greeted and Assisted guest with needs**

Hamilton, Ontario

St. Thomas More High School

DANCE INSTRUCTOR (co-op placement) 2006

- **Prepared lesson plans**
- **Ensured students completed dance moves correctly**
- **Ensured control and taught according to plans**

Hamilton, Ont.

EDUCATION AND CERTIFICATION

Sheridan College

Oakville, Ontario

Currently in Social Service Worker program

2006 to present

St Thomas More High School

Hamilton, Ont.

Received the Guidance Award for determination and persistence 2006