

ABIGAIL BERNARDEZ
5 Wadena Court
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abbybernardez@gmail.com

HIGHLIGHTS OF QUALIFICATIONS:

- Trustworthy, reliable and takes initiative
- Determined to complete tasks
- Works well in groups of different people
- Ability to prioritize on the fly
- Extremely organized
- Familiar in Tagalog and French

RELEVANT EXPERIENCE:

September 2008-present Early Childhood Educator Assistant
YMCA Daycare –Lynngate Elementary / Siddika Merali
Toronto, ON

- Supervise kindergarten children
- Prepare snacks and meals
- Encourage teamwork and learning
- Communicate with parents
- Maintain an orderly classroom
- Ensure a safe environment

January 2009 – Present Parent Relief Volunteer
VHA Home Health Care, Toronto ON

- Provide resources for parents in priority neighborhoods
- Monitor and interact with the infants
- Free up time for parents to do daily tasks
- Relay all experiences and observations to coordinator

2002- present Receptionist / Asst. to the dental assistant
Dr.Bernardez & Monina Santos, Toronto, ON

- Scheduled appointments for clients
- Maintained efficient and organized work environment
- Responsible for sanitary operating conditions
- Provided customer service by making comfortable and friendly atmosphere for patients

March 2007 – March 2008 Miss Teen Toronto
Miss Canada Globe Productions / Michelle Weswaldi

- Volunteer with several charities such as, The Terry Fox Run, CIBC's Walk for the Cure, and Tim Horton's Camp Day
- Participated in variety of public events that required different social skills
- Raised funds for many charities
- Act as a role model to young girls

January 2005- August 2007 Special Skills Background Performer/ Cheerleader #1
Degressi: The Next Generation, Charlie Bartlett

- Performed as a special skills background performer
- Performed cheers and cheerleading stunts
- Recorded a voice over for a cheer

March 2004 – July 2007 Camp Counselor
Cardinal Newman Cheerleading Team / Lorna Holland

- Cheerleading instructor
- Responsible for timely completion of day's events
- Maintain a welcoming productive environment
- Supervised groups of children and ensured safety

EDUCATION:

2007 – present University of Toronto
Scarborough, ON

- Currently majoring in Integrative Biology and Psychology (H. B. Sc) in my fourth year

2003-2007 Cardinal Newman Catholic Secondary School
Scarborough, ON

- Member and MVP of the nationally ranked Varsity Cheerleading team.
- 2006-2007 Student Advisory Council Vice President
- Class of 2007 Valedictorian
- Received the Student Council Spirit Award
- Received certificate for completion of extended French program