

PETER GAZZELLONE

SKILLS:

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|---|---|---|----------|
| ✍ | Enthusiastic | ✍ | Sociable |
| ✍ | Works well individually and as part of a team | ✍ | Punctual |
| ✍ | Organized | ✍ | Friendly |
| ✍ | Able to meet deadlines | ✍ | Creative |

EDUCATION:

University of Toronto	2001- Present
Silverthorn Collegiate Institute	1996 - 2001

WORK EXPERIENCE:

Commercial

Ontario Lottery Corp. "Crossword" September 2001

Duties:

- ✍ S.O.C.

Music Video

Untamed, "You're not gonna score" August 2001

Duties:

- ✍ S.O.C.

Summer School Secretary

Silverthorn Collegiate Institute July 2000

Duties:

- ✍ Managing the budget
- ✍ Reception and answering phones
- ✍ Attendance
- ✍ Liaising between parents and staff members
- ✍ Photocopying

Office Assistant

Silverthorn Collegiate Institute 1998 - Present

Duties:

- ✍ Typing, filing and organizing office correspondence
- ✍ Handling the Ontario Student Records
- ✍ Liaising between the guidance office and the administration

Kitchen Staff

Molinaro's Restaurant 1997 - 1998

Duties:

- ✍ Assisted head chef with food preparation
- ✍ Dishwasher

HOBBIES:

- ✍ Acting, playing tennis, skiing
- ✍ Participating in Silverthorn Collegiate's Drama programs and events
- ✍ Playing oboe in the Silverthorn Collegiate Symphony Orchestra and Wind Ensemble
- ✍ Member of the Prefect Association
- ✍ Member of the Announcement Team

REFERENCES:

✓ Available Upon Request ✓