

# Kaitlynn Short

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## Skills

Hardworking, organized, motivated, responsible, quick learner, a team player, personable and dependable. Auto Cad, Sketch Up, Revit, Lumion, all Microsoft Office Programs experience. Knowledgeable of the OBC Building Code and AODA. First Aid and CPR certified. Valid "G" Class License, and vehicle.

## Experience

OBHF – Ontario Ball Hockey Federation

March 2018 – Present

- Official of all Ontario Ball Hockey Leagues
- Certified OBHF Referee as of March 2018
- Traveling to different arena's in Ontario to referee

Barrie Ball Hockey

April 2012 – Present

- Timekeeping, controlling the score boards during games
- Recording all statistics during games
- Adding player information and statistics into specialized software

OWHA – Ontario Women's Hockey Association

October 2016 – April 2018

- Timekeeping, controlling the score boards during games
- Recording all statistics during games

DesignABLE Environments

January 2017 – April 2017, September 2017 – January 2018

- Auditing buildings to inspect accessibility standards
- Data entry, recordings, writing final reports and invoices
- Housekeeping of all documentations
- Completing checklist for building codes with OBC, AODA, NRC, IO guidance

Irving Tissue Toronto

May 2014 – September 2014, May 2015 – September 2015

- Line worker assisting with production of facial tissues
- Maintenance on machines when they break down
- Blowdowns each shift
- Operating heavy equipment; hoist, forklift
- Successfully obtained forklift license

TSSA, Sparks Canada

January 2014 – March 2014

- Promoting ski lift safety at resorts across Ontario
- Showing clients how to properly load the ski/ chair lifts

Snow Valley, Food and Beverage Department (Chalet and Snow Tubing)

November 2012 – March 2013

**Kaitlynn Short**  
(705) 220-1718 cell  
(705) 735-2412 home

- Greeter, assisted with customers' orders
- Cashier, stocking shelves
- Opened and closed restaurant on regular basis, for both Chalet's
- Food preparation for daily service and banquets

City of Barrie, Finance Department

July 2012 – August 2012

- Assisted with Reception relief, customer service
- Organized and distributed incoming mail, fax
- Primarily assisted Water Billing staff with daily tasks
- Organized and entered customers' mailed in payments
- Updated water billing statistical information for metrics
- Updated customer information: addresses, pools
- Researched alternative addresses for outgoing mail
- Filed all correspondence
- Use of Excel, Word, Great Plains and SunGard

City of Barrie Co-op, Finance Department

October 2010 – January 2011

- Various clerical tasks included photocopying, organizing and distributing internal mail, sorting documents
- Prepared and organized vendor invoices for processing
- Verified figures and totals for the Property Tax Department

## Volunteering

Barrie Soccer Club, Summer of 2010, 2012, 2013

- Coached soccer for seven year old boys for two years
- Coached three and four year old boys and girls for one year
- Devoted to teaching new skills, helping to develop existing skills

City of Barrie

Leader In Training 2009

- Responsible for looking after children during various day camps
- Leading games and activities with children ages 5 to 14

Best Buddies 2009

- Helping children with disabilities participate in day camps

Barrie Ball Hockey

- 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Annual RVH fundraiser
- 10<sup>th</sup> and 11<sup>th</sup> Annual Cathy Wilson and Greg Gates Memorial
- Tournament of Champions 2014, 2015, 2016, 2017
- Ball Hockey World Championships 2014, 2015, 2016, 2017

## Education

High School Diploma. Grade 9, 10 and 11 - received the Award of Honours and Excellence for excellent grades at Bear Creek Secondary School.

Architectural Technologist at Sheridan College, third year, semester six.

## Reference

Given upon request