

Dani-Lyn Beighton

[Danni-Lyn Beighton@Loyalistc.on.ca](mailto:Danni-Lyn_Beighton@Loyalistc.on.ca)

1 Raymond Street, Peterborough, Ontario K9H5M8 • (705) 745-4499

Highlights of Qualifications

- Great customer service skills
- Excellent oral communication skills gained through customer service positions
- Ability to effectively solve problems while remaining calm
- Experience handling cash in fast paced environment with accuracy
- Team player who can take on leadership role as required

Education and Training

General Arts and Science Program

Loyalist College, Belleville, ON 2012 - Present

- Completed the first year of a two-year diploma program

Ontario Secondary School Diploma

Adam Bell High School, Lindsay, ON 2012

- Ontario Scholar 2007
- Honour Roll 2007

Employment

Tele-fundraiser

Loyalist College, Alumni Services Belleville, ON 2013

- Built relationships with alumni over the phone
- Updated telephone contact, address and work information
- Encouraged alumni to give donations toward Loyalists Annual Fund

Receptionist

Like U Salon and Spa Belleville, ON 2012

- Processed payments of cash, credit and gift cards
- Greeted customers professionally and in a polite manner
- Recorded new invoices and updated inventory
- Advised clients when purchasing gifts and special items

Dishwasher/ Prep Cook

St.Peter's Restaurant Lindsay, ON 2010-2012

- Followed all food and safety procedures while preparing food
- Organized and stored large retail food orders
- Ensured kitchen and tools were sanitized effectively