

# Jacob Purdon

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## Summary of Qualifications

- Over 8 years of providing detailed specific construction work in a team-orientated environment.
- A team player with strong communication, problem solving and public speaking abilities
- Able to maintain a positive and energetic work environment, while in high pressure situations
- Extremely reliable, punctual and self-motivated
- Strong analytical skills, attention to detail and ability to adapt to changing technology
- Exceptional multi-tasking capabilities with effective time management

## Work Experience

### Carpenter (40+ hours per week)

DP Design and Construction

June 2008 – September 2016

- Involved in all aspects of residential construction and renovations

### Community Support Worker (20-40 hours per week)

Kindale Developmental Association

April 2017 – June 2017

- Assisted individuals with developing social, communication and life skills and achieving personal goals.
- Encouraged community integration skills such as accessing community services through vocational, recreational, leisure activities.
- Behavior management to help improve behaviors.
- Contributed toward design, implementation and evaluation of individual service plans, program specific policies & procedures.
- Observed/documented physical, developmental and psychological needs of individuals in service.

### Co-op Staff Accountant (30-50 hours per week)

BDO Canada Public Accounting Firm

January 2019 – December 2019

- Completed personal and corporate tax returns, T4's and T5's.
- Worked as part of a diverse team to complete large projects.
- Gained valuable office experience

## Education

Thompson Rivers University

September 2021 – Present

### Bachelor of Education

Okanagan College

2016 – 2018

### Post Baccalaureate Diploma in Accounting

University of British Columbia Okanagan campus

2013 - 2017

### Bachelor of Arts degree, major in Psychology minor in Anthropology

Graduated April 2017

Justice Institute of British Columbia

### Adult Probation Officer Course

May 2016 – June 2016

Pleasant Valley Secondary School, Armstrong, BC

2010

- Graduated on the honor role