

# Anna Maunula

1077 Gus Wuori Road, RR#1, Kaministiquia, Ontario, Canada P0T 1X0

Phone: (807) 768 – 1029 Email: acmaunul@lakeheadu.ca

## Education

### *Lakehead University*

- Outdoor Recreation, Parks and Tourism  
(Specializing in Tourism)

September 2012 – Present  
Thunder Bay, Ontario

### *Hammarskjold High School*

- Ontario Secondary School Diploma

September 2008 - June 2012  
Thunder Bay, Ontario

## Experience

### *BMS Management Consulting (Project Assistant)*

*March 2015 – Present*

- Take meeting notes
- Write up notes
- Filing
- Collect relevant newspaper articles
- Organize journal articles
- Updating BMS Management Consulting website

### *Thunder Bay Public Library*

*October 2011 – Present*

- Organizing and shelving books
- Helping patrons find books, DVDs or other items that they are seeking
- Checking out and checking in borrowed items for the patrons
- Help create new displays for specific themes

### *Café Cashier/Barista (Volunteer)*

*July 2014 - Present*

- Taking drink orders
- Preparing coffee
- Serving Coffee
- Handling money

### *Dog Sitting*

*2007 – Present*

- Taking responsibility for the care of dogs while the owners are away
- Taking care of the home while I am staying in their home
- Providing for the dog's daily exercise and needs

# Anna Maunula

1077 Gus Wuori Road, RR#1, Kaministiquia, Ontario, Canada P0T 1X0  
Phone: (807) 768 – 1029 Email: acmaunul@lakeheadu.ca

## Technical Skills

The computer programs that I am familiar with include

- MS Excel
- MS Word
- MS Access □ WordPress

## Certificates

- Standard First
- Standard CPR

## Personal Interests

- Outdoor recreational activities
- Jewelry making
- Baking
- Travelling

A reference list will be provided upon request.