

Jay Boulton

Objective Enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel.

Employment

2015 – **Moose Jaw Kinsmen Sportsplex and the Phyllis Dewar**
Present **Outdoor Pool, City of Moose Jaw**

Lifeguard, WSI (Water Safety Instructor), LSI (Lifesaving Instructor), Cashier, Headguard (on-duty Supervisor)

- Lifeguard duties involves preventing injuries and incidents and treating injuries.
- WSI (Canadian Red Cross) and LSI (Lifesaving Society) duties involves training lifeguards and swim instructors. I teach swimming lessons, learn to swim programs, how to be safe in the water, first aid and CPR, and lifesaving skills. I have also taught, Lifeguard Club, and Activity Club.
- Headguard duties involves the management of on-duty lifeguards and the cashier. I am responsible for ensuring the safety of the public and to support on-duty lifeguards.
- Cashier duties involves the registration of patrons for swimming lessons and other classes, ringing customers in for our public swims, cash out using excel spreadsheets. I am also responsible for booking large groups of swimmers and registration of other programs and events across the city of Moose Jaw.

2014 – **Reactive Designs**
Present

- Data entry into a content management system (Joomla and WordPress) updating business and non-profit websites.
- Graphic Design - use Adobe Photoshop to enhance, resize and optimize graphics/photos
- Supported search engine optimization initiatives to improve content, keywords, and branding.

Education

2018 - Present University of Regina: Bachelor of Science (Chemistry)
2017 - 2018 University of Regina & Saskatchewan Polytechnic: Bachelor of Science (Nursing)
2017 Central Collegiate: High School Diploma

Volunteering

2014 – 2016: Dr. F. H. Wigmore Regional Hospital

- Gr 9 – 11 volunteered at hospital
- Fill and distribute water jugs for the patients
- Visit with patients
- Delivered parcels to patients
- Clean wheel chairs and deliver to the different wards
- Delivered laundry to the laundry room

2014: Moose Jaw Humane Society

- Cat cuddler

School Extra Curricular Activities

- 2017 (Gr 12): School dance DJ - light and music coordinator
- 2016 – 2017 (Gr 11 & 12): Central Cyclones Football Team Offensive and Defensive Lineman
- 2016 – 2017 (Gr 11 & 12): SLC Member and Event Coordinator
- 2015 – 2016 (Gr 10 & 11): Timekeeper for basketball games
- 2014 – 2015 (Gr 9 & 10): Set construction and backstage light work for school musical

Awards & Scholarships

- 2017: University of Regina Centennial Merit Scholarship
- 2017: Fraternal Order of Eagles General Proficiency Scholarship
- 2017: SRC 78/79 Scholarship
- 2017 (Gr 12): Central Cyclones Defensive Lineman of the Year
- 2017 (Gr 12): Honour Roll
- 2016 (Gr 11): Honour Roll
- 2015 (Gr 10): Honour Roll
- 2014 (Gr 9): Honour Roll

Certifications

- 2018: Red Cross Water Safety Instructor
- 2017 (Gr 12): WHMIS
- 2016 (Gr 11): Lifesaving Sport Coach Level 1
- 2015 (Gr 10): National Lifeguard
- 2015 (Gr 10): Lifesaving Society Lifesaving Instructor
- 2015 (Gr 10): Bronze Medallion
- 2015 (Gr 10): Bronze Cross
- 2015 (Gr 10): Standard First Aid and CPR-C (Red Cross, Heart and Stroke CPR)
- 2013 (Gr 7): Babysitting Course

Skills

- Ability to communicate clearly
- Critical thinking
- Problem solving
- First Aid & CPR
- Computer skills
- Coaching skills
- Interpersonal skills

Hobbies

- Travelling
- Reading
- Drawing - sketching
- Learning French
- Cooking
- Shoe enthusiast

References provided upon request.