

To find a position within a workplace that will challenge me to perform and improve my skills,
a positive environment that lets me help other as much as learn from them,
and an opportunity for growth and a career advancement

Nipissing University

Currently Enrolled in Bachelor of Education Program
June 2011

Nipissing University

English & Fine Arts, Bachelor of Arts
June 2010

Ecole Secondaire Catholique Algonquin

Ontario Secondary School Diploma, June 2006
Year Book Comitee, 2006
Stage Design Manager, Theatre 2006

Nipissing University

Student Technological Assistant
North Bay ON, May 2010 - April 2011
Responsible for helping students use their Macbooks
Help peers during drop-in center hours
Troubleshoot and guide students with using new programs

Galaxy Cinemas

Team Leader / Supervisor / Teller
North Bay ON, August 2006 - Present
Train new employees/cross-train employees in different areas
Work quickly to solve problems for employees and deal with customer complaints
Be flexible for quick-paced workplace

St-Raymond

Tutoring / Supply Teaching
North Bay ON, May & June 2007 - 2009
Tutored children from Pre-K to Grade 6 with special needs
Taught classes when Supply Teachers were unavailable
Helped with Powerpoint Presentations, Microsoft and SmartBoard troubleshooting

Davedi Club

Various Volunteer Hours
North Bay ON, 2009 - Present
Create brochures for events
Volunteer for the Youth Committee

Bilingual in French and English, both written and oral
Skilled in Microsft Office (Word, Excel and Powerpoint)
Skilled in Adobe Photoshop & Illustrator
Basic HTML and Web Design knowledge
Skilled in executing both Apple and Windows Operating Systems
Excellent organization and time management skills
Very comfortable in a team setting and customer service
Consistent drive to meet challenges

objective

education

work
experience

volunteer
experience

skills