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Job Objective

To intern with **DoGood Group** as a *Human Resources Intern,* to learn more about a professional workplace, to offer my problem solving and customer service skills to your team.

Highlights of Qualifications

* Dedicated volunteer with various not-for-profit organizations
* Creative problem-solver both in both high school and workplace tasks
* Pro-active team player with proven success working in teamwork activities
* Customer service representative who goes the extra mile to satisfy needs
* Energetic, go-getter, who does not believe in the word “can’t”

Relevant Skills and Experience

*Customer Service Skills*

2015-present **Walmart**, Sales Associate

* Work one on one with many customers politely and patiently listening to what they need and then do my best to fulfill their want while always keeping in mind store policy
* Address customers’ concerns with an open mind trying to find an appropriate solution for whatever problem they have, including going into the stockroom to get merchandise, phoning other Walmart stores in search of a sold out product, or writing substitutions slips for sold out products

October 2016 **Centrallia**, Hospitality Volunteer

* Volunteered in hospitality room at a global entrepreneurship conference at the RBC Convention Centre, talked to Winnipeg businesses and volunteers to ensure that all needs were met
* Guided small business owners to meetings; ensured tables were filled with businesses who could interact with one another and discover opportunities for future business transactions
* Worked directly with the Volunteer Coordinator and handled miscellaneous last minute tasks as needed
* Directed participants to various areas inside the Convention Center based on their needs and interests

*Leadership Skills*

October 2015-present **Career Trek**, *Junior Staff Volunteer*

* Volunteered with not-for-profit organization that helps children in grades five and six realize what careers are available to them if they stay in school
* Guided children in and about University of Winnipeg and Manitoba campuses encouraging them to participate in activities, made great effort to connect with the students and be a role model to them

October 2015 & April 2017 **Windsor Park Collegiate**, *Workshop Facilitator*

* Co-facilitated daylong workshops for grade ten students in which they took part in business talks, job interviews and team strengthening exercises
* Performed skits throughout the day to keep students engaged; offered my assistance to any students during activities such as a job fair, a supply chain simulation, and more
* Managed time and resources to help keep the event running smoothly, ensured that all students knew where they were supposed to be and when they were supposed to be there

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| 2017 | **River Wood High** | High School Diploma |
| 2017 | **Career Internship Program** | Covey 7-Habits Training |
| 2017 | **Toastmasters International** | Public Speaking Certificate |
| 2016 | **Career Internship Program** | Entrepreneurship Training |
| 2016 | **Prelude/Heliotrope Company** | Relationship Awareness Training |
| 2016 | **Downtown Watch** | FISH! Customer Service Training |

Education and Training

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| 2015-Present | **Walmart** | Sales Associate |
| 2017 | **James Titsma Constituency Office** | MLA Assistant |
| 2015-Present | **Career Trek** | Junior Staff Volunteer |
| 2016 | **Variety Club** | Volunteer Fundraiser |
| 2016 | **Island Lakes Community School** | Student Intern |
| 2016 | **Centrallia** | Logistics Volunteer |
| 2016 | **Amazing Agricultural Adventure** | Volunteer Student Counsellor |
| 2016 | **Special Olympics Manitoba** | Hospitality Volunteer |
| 2016 | **Skinners @ the Forks** | Cook/Cashier |
| 2015 | **True North Sports** | Job Shadow Experience |
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Work History