

ECONOMICS (THIRD YEAR)

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EDUCATION

B.Sc. – Economics

University of Victoria (Victoria, BC)

Sep 2009 – Present

RELEVANT SKILLS

Economics and Finance

- Economic coursework in statistics, finance, modelling, and policy analysis
- Accounting experience in bookkeeping, basic analysis, and financial and managerial accounting
- Experience with java programming, Eviews, Matlab, MAPLE, GAMS, MS Excel and other modelling programs

Communication and Teamwork

- Proficient communicator by phone, in writing, and in person
- Intermediate spoken and written French
- Self motivated to accomplish tasks as demonstrated through numerous unsupervised positions
- Experienced in working with a team towards a common goal as demonstrated through participation in high school and university athletics
- Demonstrated leadership ability through work with the Maroon & White Society, and as a Captain of the UVic Men's Rowing Team

Technical

- Experienced in MS Word, Excel, PowerPoint, and Outlook
- Skilled in web-based research and utilization of online databases
- Proficient in organization and upkeep of digital records

WORK EXPERIENCE

Air Conditioner Installation Crew Chief, Midway Construction (Calgary, AB) May 2010 – Sept 2010

- Installed air conditioners without direct supervision in over 70 properties owned by Globe General Agencies
- Successfully resolved the concerns of tenants and landlord outside of the assigned work orders using strong communication and interpersonal skills
- Communicated information regarding repair times, installation schedule, and installation progress to landlords and dispatcher
- Prepared detailed and accurate work reports for each completed work order

Server, Shady Pines Retirement Home (Calgary, AB) Jul 2009 – Dec 2009

- Served lunch and dinner to the residents in a fast-paced restaurant and at large holiday events
- Contributed to the overall team environment by assisting other team members during peak periods

Sales Assistant, Tom's Greenhouse (Brooks, AB)

Apr 2009 – Jul 2009

- Organized and sold a variety of gardening products
- Provided excellent customer service by answering questions related to the various products sold

Skating Instructor, City of Calgary (Calgary, AB)

Sept 2007 – Apr 2009

- Taught skating basics to students aged 3 to 45
- Planned lessons and adapted content according to participants' needs
- Provided constructive feedback to participants
- Created report cards to evaluate participants progress

Wading Pool Attendant

City of Calgary (Calgary, AB)

June 2008 – Sept 2008

- Maintained and operated a wading pool and change facility
- Enforced City of Calgary "Wading Pool Rules" to ensure a safe and fun environment
- Prepared and maintained a record of daily pool activities
- Organized activities for pool attendees
- Worked independently and without direct supervision

VOLUNTEER EXPERIENCE

Vice-President, St. Paul's High School – Maroon & White Society (Calgary, AB)

Sept 2008 – Apr 2009

- ⤴ Coordinated the efforts of the student volunteer group to assist at charity and school functions
- ⤴ Organized meetings and planned and implemented fundraising events for various charities

Volunteer, Oakridge Villa Nursing Home (Calgary, AB)

Sept 2007 – June 2008

- ⤴ Played card games and board games with the residents
- ⤴ Engaged residents in conversation and encouraged participation in activities
- ⤴ Demonstrated patience, sensitivity and respect in my interactions with the seniors

Assistant Basketball Coach, Oakridge Community Centre (Calgary, AB)

Sept 2006 – June 2007

- ⤴ Planned practices and coached games for a 14-year old boys basketball team
- ⤴ Encouraged participation and skill development by recognizing individual and team efforts
- ⤴ Adapted drills and exercises to maximize learning and foster a love of basketball

ACTIVITIES & INTERESTS

Rowing

- Member of the UVic Vikes Varsity Men's 8+, two-time defending National Champions
- 2009 Vikes Rowing Freshman Captain, and 2011 Vikes Rowing Assistant Captain
- Member of the Manitoba Provincial Rowing Team, finished 3rd in the Junior Men's Pair at the 2009 Canadian National Rowing Championship
- Member of Team Manitoba for the 2009 Canada Summer Games

REFERENCES

Hugh Munroe

Varsity Men's Rowing Coach
University of Victoria
Victoria, BC
hm@uvic.ca
Phone: 250-555-4567

Jeff Langham

Teacher/Basketball Coach St. Paul's High School
Calgary, AB
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Phone: 204-555-4321