

HISTORY (THIRD YEAR)

Helen Wong

3800 Finnerty Road
 Victoria, BC V9X 5T6
 Phone: (250) 555-555
 E-mail: wongh@uvic.ca

Summary

- Experience addressing, interacting and answering questions in group environments gained from paper presentations and proposals
- Clear, concise note-taking and summarization skills gained from multiple experiences
- Data collation and management on a variety of platforms
- Research peer-reviewed, primary, secondary and public response sources to write papers and presentations
- Fluency in French (completed Double Dogwood – French Immersion), spoken and written, learning conversational German

Education:

Bachelor of Arts

September 2012-Present

Honours in History, 3rd Year of Study
 University of Victoria, Victoria, BC

- University of Victoria Excellence Scholarship, \$20,000
- Co-operative Education Student
- Golden Key International Honour Society nominee
- Government of Federal Republic of Germany Book Prize Recipient

Reynolds Secondary School

September 2008-June 2012

Victoria, BC

- Received a Double Dogwood having completed French Immersion
- Academic Excellence Awards: History 12, the Social Sciences award, English 12, French Immersion Excellence Award, Chemistry 12, and Math 12

Work Experience:

Technical Writer, Co-op

May-August 2013

Ministry of Energy and Mines BC, Victoria, BC

- Recommended, updated, and developed policy and procedure documentation for internal corporate use, highlighting best practices for short- and long-term efficiency as well as pre-existing gaps in documentation
- Utilized traditional and interpersonal-research skills to analyze various sources of information in order to identify and reconcile discrepancies while creating usable policy and procedure documentation

- Catalogued and organized pre-existing policy and procedure documentation for continuing corporate use
- Presented project planning and up-to-date information to upper-management to propose sub-projects, ensure appropriate project progression, and for discussion on significant issues

Data Collator

May to August 2012

Digital Humanities Maker Lab, University of Victoria, Victoria, BC

- Create concise briefs for use at conferences and sessions by summarizing the contents of large projects and websites
- Manage and task independent weekly work goals within the larger context of project deadlines
- Support the grant application process by collecting, compiling, and analyzing data from resources including Survey Monkey, independent web searches, and social media outreach into Microsoft Excel and Word as well as Google Documents
- Engage participants via e-mail by responding to inquiries about the process and procedure of the projects
- Maintain and create content on both Wikipedia and the project website (Wordpress) to ensure a clear and accessible experience for stakeholders

Key Holder, Sales Associate, Receiver

April 2012-Present

Hudson Bay Centre, Victoria, BC

- Assess and prioritize daily and weekly tasks both independently and with the sales team to ensure maximum completion, a collaborative atmosphere, and a successful business
- Ensure satisfied clientele by answering and researching questions using store and company policy, and providing assistance in purchases and problems
- Increase sales by preparing speeches about products and demonstrating recall memory of vast product information

Volunteer Experience:

Career Ambassador

September 2014-Present

Co-operative Education Program and Career Services, University of Victoria, Victoria BC

- Address various stakeholders, including prospective and current co-op students and faculty, explaining personal experiences and benefits of the co-op program
- Assist and mentor current co-op students with their work search and preparation as needed

Event Planner, Volunteer

June 2010-2013, February 2014

Summer Institute, Victoria, BC

- Planned a 35-person evening event balancing food, drinks, and dietary requirements
- Evaluated supplies needed, monitored quantity levels and liaised with organizers on the floor and people in the kitchen to successfully cater the event
- Directed and assisted with set-up and take-down of venue including clean-up