

Student Name

Address,
City, Province, Postal Code
(403) 234-3456
University.Email@uleth.ca

EDUCATION

University of Lethbridge, Alberta Sept. 2011 - Present

Bachelor of Arts, Economics with a minor in French
Co-operative Education Program

- **GPA:** 3.60 / 4.00
- **Courses Include:** The Administration of Justice, Economics of Professional Sports, and Canadian Constitutional Law II: The Charter

Athabasca University, Alberta Oct. 2010 - May 2011

- **Courses Include:** Macroeconomics, History of Canada: 1867-present, & Psychology of Criminal Behaviour

RELATED SKILLS

Research

- Competent in utilizing various data bases to conduct necessary research
- Strong abilities to memorize various information
- Strong problem-solving abilities
- Always pay critical attention to detail
- Very well organized

Communication

- Extremely proficient with Microsoft Office Suite (Word, PowerPoint, Excel)
- Work well individually as well as in a team environment
- Polite and professional demeanour

Personal Management

- Responsible and reliable, always prompt and ready to go
- Capable of working under stress to meet deadlines
- Complete tasks quickly and efficiently
- Quick learner, friendly, respectful and open-minded

EMPLOYMENT EXPERIENCE

Law Office, Medicine Hat 2009 - 2010

- Summer Administrative Assistant
- Answered phone calls
- Prepared realty documents, inputted data into a database, and opened and closed files
- Greeted clients in a friendly, professional matter

Store, Medicine Hat
Cashier

May 2007- July 2010

- Handled cash, debit, and credit transactions
- Greeted customers in a friendly manner and efficiently processed their purchases
- Ensured all items were paid for, and helped customers in other areas of the store
- Covered various areas such as: greeter, electronics, and jewellery

Movie Theatre, Medicine Hat
Part-time Employee

June 2006 - May 2007

- Opened and closed concession and box office,
- Stocked candy displays and provided a clean, sanitary work area in which food was being processed
- Trained new employees

INTERESTS & ACTIVITIES

- Member of the McCoy High School Concert Band, which competed in Medicine Hat as well as in Vancouver, British Columbia (2006), Edmonton, Alberta (2007), and Halifax, Nova Scotia (2008)
- Currently participating in the Yoga Club at the University of Lethbridge
- Enjoy traveling, nature, camping, fishing in addition to watching hockey

REFERENCES

Reference's Name

Reference's Job Title

Reference's Company

Reference's Phone Number

Reference's Email Address

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