

RACHEL GREEN

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SUMMARY OF QUALIFICATIONS

- Over 2 years experience providing individual assistance to students in their job search
- Excellent written communication skills as demonstrated in writing over 25 press releases to promote awareness of youth employment to local newspapers
- Ability to build positive rapport with students, co-workers and employers
- Well-developed interpersonal and organizational skills
- Highly skilled with computers and with the use of a variety of software including:
 - Microsoft Office: Word, Excel, Access and Publisher
 - Groupwise: updating calendars, scheduling appointments
 - Research engines: ability to conduct effective internet searches using a variety of databases

EDUCATION

Bachelor of Arts

University of the Fraser Valley

September 2008 – Present

Abbotsford, BC

- Major in English, Minor in Psychology
- Completing Co-operative Education option
- Relevant courses include Professional Report Writing, Computer Applications, Creative Writing

WORK EXPERIENCE

Summer Employment Officer (Co-op Work Terms)

Service Canada Centre for Youth

May – August 2007 & 2008

Abbotsford, BC

- Designed and delivered over 50 employment workshops to students and youth in the Fraser Valley on a variety of topics such as resume and cover letters, accessing the hidden job market and interview skills
- Performed general office duties, including answering phones, inputting jobs into the computer and scheduling workshops
- Coordinated special events such as the annual Open House and actively promoted the program to the community

Accounting Clerk Assistant (Work - Study Position)

UFV Finance Department

September 2006 – May 2007

Abbotsford, BC

- Responded to and followed up on invoice inquiries from internal staff and faculty
- Completed journal entries in a efficient and organized manner
- Created and adapted policy manuals for the Finance Department

Server

Milestones Restaurant

August 2005 – March 2008

Langley, BC

- Provided friendly customer service in a timely manner
- Responded to inquiries from the public and followed up on special requests
- Contributed to the general operations of the establishment including scheduling reservations, answering telephones and maintaining cleanliness

VOLUNTEER EXPERIENCE

Student Ambassador

Directions 2008 – UFV’s Career & Employment Fair

March 2008

Abbotsford, BC

- Greeted exhibitors to the event and provided assistance with set up
- Provided guided campus tours of the institution and directed exhibitors to assigned interview rooms
- Assisted with set up and take down of event

Weekly Drop-in Supervisor/Special Events Volunteer

Abbotsford Youth Commission

May 2007—December 2008

Abbotsford, BC

- Organized activities and provided supervision for youth between the ages of 12 and 15 at a Community drop in centre

EXTRA CURRICULAR ACTIVITIES

Student Representative

English Student Association

September 2006—Present

Abbotsford, BC

- Plan events on campus and promote the association to other potential student members
- Organized a monthly Book Club for students and faculty on campus, coordinated guest speakers and distributed handouts for meetings

REFERENCES

Available upon request