

## SKILLS AND DEMONSTRATION STATEMENTS

Qualifications Required:	Demonstration Statement:
<b>2 years relevant post-secondary education</b>	<ul style="list-style-type: none"> <li>➤ Attained Bachelor of Arts</li> <li>➤ These areas of study have led me to positions with a primary focus on customer service</li> <li>➤ The Human Resources education led to a career path in personnel in which I was very successful and received promotions in a short time period</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>➤ Capably maintained a successful pool of qualified temporary employees</li> <li>➤ Successfully guided adults reentering the workforce and assisted them in continuing their learning paths</li> <li>➤ Competently matched the candidates that I had hired through evaluation of skill to corporate the needs of corporate clients</li> <li>➤ Counseled, interviewed and coached temporary candidates to ensure their success in their employment contracts</li> <li>➤ Facilitated employees to improve their employability skills by providing free computer skills training</li> <li>➤ Diplomatically counseled employees regarding appropriate business etiquette and attire</li> <li>➤ I enthusiastically encourage them the attainment of their goals thru the invigilation services we offer</li> </ul>
<b>Excellent interpersonal and written communication skills</b>	<ul style="list-style-type: none"> <li>➤ Through my many years of customer service experience I have refined my confident skills in meeting new people and providing ongoing service to existing customers.</li> <li>➤ Writing has always come naturally to me, encouraged, I believe, by the fact that I have been an avid reader from a young age</li> </ul>
<b>Proven record-keeping, clerical and filing skills</b>	<ul style="list-style-type: none"> <li>➤ I have many years of office experience and have efficiently worked with many different record keeping systems</li> <li>➤ I enjoy being very organized and understand the importance of being able to serve our customers (students, staff and faculty) quickly through an efficiently organized system.</li> </ul>