

Rilla

Highlights:

- 15 years work experience in the Hospitality Industry
- 18 years experience in the Theatre Arts
- Excellent interpersonal and public relations skills
- Possess creative problem solving skills and attention to detail
- Strong team player and able to work well with others
- Quick learner & adaptable to a variety of environments and situations
- *SuperHost* certified

Education:

University of Victoria, Department of Theatre, Victoria, BC
Bachelor of Fine Arts – Theatre (1998)

Fraser Valley College, Chilliwack, BC
Theatre Arts Diploma Program (1989-1991)

Academic Advising Experience:

- Currently serve as academic advisor and advocate for 1st, 2nd, 3rd, and 4th year students in the Computer Information Systems Program at UCFV.
- Advise students about registration, course offerings, educational policies and regulations, and graduation procedures.
- Actively assist in recruitment and retention for potential and current students into CIS programs.
- Past academic advisor for Early Childhood Education/Child and Youth Care program at UCFV (2001-2003).

Administrative Experience:

- Experience with 4, 6, 8, & 12-line switchboards
- Typing and key pad speed: 60 wpm
- Experience with monthly float counts, daily cash balancing and revenue reports
- Bonded cashier previously responsible for accurate management of personal and department cash floats in excess of \$40 000, daily departmental cash income auditing, daily hotel bank deposits and change orders
- Strong clerical and business correspondence skills including data entry, minutes, business letter writing, societal filing
- Past Secretary – Harrison Sand Sculpture Society
- Web editing, conversion, and maintenance of UCFV online calendar for 2003/04, 04/05, & 05/06 academic year
- 2005/06 UCFV Calendar Editing (print & web version)
- Professional document design for university publications
- Print advertising layout and design
- Web Design and experience with Content Management software

Computer Skills/Software:

MS Word	QuarkXPress 6.5
MS Excel	Banner 7.6
MS Publisher	The Raiser's Edge 7.61
MS FrontPage	Clarus Accounts Payable System
MS Access	Word Perfect
Corel Ventura	Various Hotel System management software

Committees/Professional Affiliations:

- *BCADA* – BC Academic Advisors Association
- *NACADA* – National Academic Advisors Association
- UCFV Standing Academic Appeals Committee
- UCFV Convocation Advisory Committee

Professional Experience:

October 2005 – present	University College of the Fraser Valley <i>Program Assistant & Advisor</i> Computer Information Systems Department
June 2005 – October 2005	<i>Development Office Coordinator</i> Development Office
June 2004 – May 2005	<i>Publications & Special Events Assistant</i> Community Relations & Development
August 2003 – June 2004	<i>Development Office Assistant</i> Community Relations & Development
June 2003 – July 2003	<i>Project Assistant – 2003/04 Calendar Website Conversion</i> Community Relations & Development
October 2001 – June 2003	<i>Program Assistant & Advisor</i> (Educational Leave replacement) Early Childhood Education/Child & Youth Care Department
June 2001 – June 2003	<i>Departmental Assistant</i> – Health Sciences Department (relief)
May 2001 – June 2001	<i>Project Assistant</i> – Community Relations & Development
March 2001 – May 2001	<i>Conference Coordinator – Shifting Horizons</i> Community Relations & Development
Sept 1999 – Jan 2000 May 2000 – Dec 2000	Harrison Hot Springs Resort – Accounting Dept <i>General Cashier & Accounts Payable</i>
Sept 1997 – May 2000 Sept 1992 – Jan 1994	Massage Therapy Dept <i>Receptionist</i>
May 1990 – Sept 1991	<i>Front Desk Clerk/Switchboard/Reservations</i>
Mar 1997 – Aug 1997	ReMax Ports West , Victoria, BC <i>Receptionist/Switchboard</i>
Sept 1991 – June 1992	Laurel Point Inn , Victoria, BC <i>Front Desk Clerk/Switchboard</i>

Volunteer Experience:

January 2006 – present	Royal Canadian Legion (Branch 32 – Agassiz) <i>Baker/Kitchen Staff/Clerical</i>
------------------------	--