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|  | **Your Name*****“Nurturing others by mentoring with passion and patience”.*** **SKILLS** I have acquired skills in leadership, communication, flexibility, multi-tasking, mentoring, organization, problem-solving, cooperation, maturity, reliability, patience, and motivation.                                                |
| **PROFILE**I am a grade 12 student at LA Matheson Secondary with an interest in pursuing a career in Teaching.My long-term objective is to guide and mentor young students, plan activities to help broaden their perspective and experiences before proceeding on their journey to adulthood.**EDUCATION**LA Matheson Secondary School2015-Present* High School Graduation 2020

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|  | 604-555-5555 |
|  | yourname@gmail.com |
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*“Your name is consistently Improving communication skills while providing excellent customer service.”*  **Francis Green, Owner Menchie’s Frozen Yogurt.**  |  **Work experience****Simply Pho, Tsawwassen Mills Waitress***January 2020 - present** Bilingual customer support
* Work well under pressure
* Communicates well between kitchen staff and customers
* Excels and multitasking and managing

**Menchie's Frozen Yogurt, Tsawwassen Mills Employee***June 2018 - present** Providing excellent customer service to consumers
* Communicates well with employee members and consumers
* Manages company's inventory
* Maintains a clean and sanitized environment

**Speech and Hearing Unit Pathologist Fraser Health, Delta Internship***October 2018* * Provided and received feedback on hearing assessments
* Quick in planning and organizing kids scheduled activities
* Excellent problem solving and decision-making skills

**Volunteer Experience****LA Matheson Spirit Team Leadership Program Volunteer***September 2018 - present* * Improving communication skills and interpersonal skills
* Helped set up and take down decoration displays
* Organized school activities during and after school hours
* Assisted with the management and set up for school dances

**Fundraiser for Cancer Volunteer***December 2018** Assisted creating poster boards
* Provided customer services organizing appointments
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| **AWARDS**November 2017Long & McQuade Student Recital Certificate of ParticipationJune 2016Long & McQuade Student Recital Certificate of ParticipationOctober 2016Centre for Education in Mathematics Participation

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 | **Volunteer Experience****Vietnamese Eucharistic Church Youth Movement Volunteer Assistant***September 2014 - December 2016** Being a positive role model and team leader
* Provided assistance to students who need help on assignments
* Managed team-based activities during breaks
* Mentoring elementary school students

**Interests*** Venturing out and planning events with friends and family
* Taking interest in learning sign language
* Partaking in school events and taking photos for the yearbook

**References** **Julia Barcelon - Menchie's Owner** Menchie's Frozen Yogurt Phone: 604-555-5555 **Vicky Mckay - Robotics, Yearbook and Spirit Team Organizer**L. A. Matheson SecondaryPhone- 604-555-5555mckay\_v@surreyschools.ca**Rajni Singhera - English Teacher**L. A. Matheson SecondaryPhone- 604-588-3418singhera\_r@surreyschools.ca  |