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Personal Objective

To be an integral part of a creative, friendly, team oriented and goal focused environment.

Summary of skills

Organized, excellent in research with high attention to detail. Adaptable and flexible with change, creative, enthusiastic, and responsible. Willingness to learn & help others, working well in a team or alone. Friendly, respectful, fair and practical in training or working with others. Well suited to work involving cultural and social differences.

High Emotional IQ score - Myers-Briggs INTJ
Mature, strong sense of values, highly conscientious. Ability to assess situations, and creatively problem solve, detail orientated.

Presently employed pt / Student pt

I am currently employed part time (8hrs/wk) IGA Bistro 12th and Main. Serving customers as a clerk and cashier. Jan - April 2010 while attending classes at Langara College I also worked - SWAP (student work assistance program) in the Anthropology Dept. for two instructors.

Relevant Experience

Supervisory / organizational skills

Owner/partner (closed in 2005) small Internet café selling organic tea and coffee. Established and maintained policies and guidelines, co-operative in nature.

Office Support Skills

Reception services to public & staff. Maintained a multi-line switchboard, Control of building security and performed Bylaw Enforcement Officer duties. (YWCA) Accounts receivable and payable and payroll duties. (Self Heal Herbal - ReWired Networks)

Education continuing studies

College level courses in Anthro/Archae/Art History, drafting, interiors, marker rendering, graphic arts, and 3D visual display.

Portfolio available

Customer Service / Sales

Enthusiastically sold a wide range of products. Worked, set up and attended numerous trade shows. Operated conventional and Point of Sale (POS) cash registers. Successful in the generation of new business and enlarging clientele base

Creativity

Ability to design, space plan and create an aesthetically appealing environments. Creative in developing original ideas in many mediums, corrugated cardboard, foam core, card stock, and copper. Variety of desktop publishing tasks, power point, digital side shows, menu design, brochures, logos, business cards, labels, banners etc.

Technical skills & Tools

Proficient in both Apple and PC platforms and familiar with a wide array of software applications in Apple or PC. Class 5 drivers license.

Hobbies

Research, reading fiction and non-fiction, religions and cultures, travel, movies, web design. Holistic health, crafts, soap making, jewelry, needlework.

Volunteer

Women in Film WIFTV - Leo Awards - Junos
Numerous film projects - Crazy 8's, Film Noir film Festival. Edm. Folk Music Festival (site crew for 7 years) Alberta Prov. Museum, Red Cross, and Edmonton YWCA.

Awards - Salesperson of the year award
- Best Design - for office remodel
Letters of recommendation at website