

Needa Job

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Objective:

To obtain the Research position with the Calgary Business Association.

Qualifications:

Research

- Researched and developed business plans, brochures and pamphlets for the Kamloops Business Improvement Association
- Performed qualitative research via student interviews for the TRU Student Society
- Gathered and presented survey information from post secondary students for the TRU Student Society
- Researched the history of the Similkameen Valley for presentations at the Grist Mill in Keremeos

Communications

- Gave public speeches and presentations to the Kamloops Business Improvement Association regarding areas for potential business growth
- Wrote funding reports for requirements from government and funding agencies
- Provided oral reports to management in regards to organizational operations and potential opportunities/problems
- Chaired meetings

Management

- Hired and trained staff for the TRU Student Society
- Supervised employees in the planning and development of a computer information Center for the NE Secondary School
- Prepared event budgets for the TRU Student Council
- Organized meetings for committee work
- Knowledge and experience in organizing events from the TRU Student Society, Easter Rodeo, and NE Secondary School
- Organized fundraising efforts for various functions

Education:

Bachelor of Arts Degree	Thompson Rivers University Kamloops, BC	2010
Super Host	Penticton Chamber of Commerce	2007
Basic First Aid	St. Johns Ambulance Penticton, BC	2007

Employment History:

Events Coordinator/Reception	TRU Students Society Kamloops, BC	2008-09
Education Assistant	NE Secondary School Kamloops, BC	2007-08
Research/Marketing Assistant	SE Business Association	2006-07
Cook/Cashier/Heritage Interpreter	Grist Mill at Keremeos Keremeos, BC	2005

Volunteer History:

Various Committees	Thompson Rivers University	2008-09
Various Committees	TRU Student Society	2007-08
Event Planner	Easter Rodeo	2006-07
Teacher Assistant	NE Secondary School	2005-06
Events Coordinator	Cathedral Lakes Pow Wow	2004-05

References:

John Bob, Manager TRU Student Society Kamloops, BC 250-123-4567	Martha Blake, Office Administrator Kamloops Business Improvement Association Kamloops, BC 250-321-9876
Jane Teacher, Instructor Thompson Rivers University Kamloops, BC 250-456-7890 jteacher@cariboo.ca	Smith Jarrod, Arts Program Advisor Thompson Rivers University Kamloops, BC 250-987-1234 sjarrod@tru.ca