

NAME
2772 Elm St. Apt. 109
Toronto, Ontario M5T 1k5
Home Phone: 416-9?3-1??5

Name_@gmail.com

Employment Objective: Enthusiastic individual, self-directed and team oriented, with strong work ethic and a willingness to learn seeks entry-level teaching position.

Education

Ontario College of Art & Design, (OCAD) Toronto, Ontario

Currently in third year of BDes: Graphic Design.
Estimated graduation date, May 2006

Skill and Competencies

- Fluent in English and Mandarin
- At ease in high stress, fast-paced environments
- Multi-tasker
- Excellent listening skills
- Self-motivated and hard-working
- Energetic team player / builder
- Computer literacy
Windows, MacOS X, Microsoft Word, Adobe Illustrator, Adobe Photoshop

Work Experience

Bread Garden Restaurant, Vancouver, B.C.

February / 2001 – January / 2002

Waitress

- Received & served orders
- Busser
- Dishwasher

Volunteer Work

Bread of Life Christian Church, Vancouver, B.C.

September / 2000 – December / 2002

Librarian

- Tracking availability of library resources and collection management

Bread of Life Christian Church, Vancouver, B.C.

October / 2000 – October / 2002

Sunday School Teacher

- Taught ages 3-5
- Designed and prepared activities
- Responsible for groups of 10

Bread of Life Christian Church, Vancouver, B.C.

October / 2000 – October / 2001

Office Assistant

- Catalogued and reorganized cassettes, videos and documents
- Assisted in miscellaneous duties

References

Available immediately on request