

# Jacky Lau

## ADDRESS

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Vancouver, British Columbia V5N 5E9

## TELEPHONE

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## EMAIL

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## OBJECTIVE

High school student wanting to enhance my educational and professional skills in a stable and dynamic workplace

## EDUCATION

### **Britannia Secondary School**

High School Diploma

Vancouver, British Columbia

September 2014 - June 2019

## VOLUNTEER EXPERIENCE

### **Kimount Boys & Girls Club**

Administrative Assistant

Vancouver, British Columbia

July 2018 - September 2018

## SKILLS AND ABILITIES

Well aware of one's obligations in a professional workspace

Always eager and ready to learn new skills and abilities

Constantly keeps a positive attitude and behaviour

Able to collect and visualize information in order to consider different perspectives in a situation

Can handle cash, prepare bills and make payments

Extremely cooperative and reliable in a team

## ACHIEVEMENTS

Outstanding Achievement in Science - Chemistry Grade 11

June 2018

Outstanding Achievement in Mathematics Grade 11 - International Baccalaureate

June 2018

Britannia Secondary International Baccalaureate Year One Partial Diploma

June 2018

## CERTIFICATIONS

Principal's List

June 2016

Top 25% of contestants in the Fermat Contest 2018

June 2018

## REFERENCES

Karmia, Youth Programmer

Boys & Girls Club of South Coast BC

(604) 874-0117

kimount.youthprogrammer@bgcbc.ca