

# Alexandra Knight

---

1690 Knight Ave.  
Victoria, V8P1L7

778.967.2166  
Knight.alexandra8@gmail.com

---

---

## Work Experience

---

### BC Cancer / Clerk 3

MAY 2022- AUGUST 2023, 2410 Lee Avenue

Worked as a receptionist answering the phone and checking in patients for their appointments. Worked in dual modality making appointment cards and running charts. Worked in test booking calling patients to inform them of upcoming appointments and informing them of any test prep instructions as well as filing doctors orders, test requests. In addition, I have trained five coworkers in these areas.

### Estevan Pharmacy / Customer Service and Pharmacist Assistant

SEPTEMBER 2020- AUGUST 2021, 2517 Estevan Avenue

Duties include dispensing and packaging medications for long-term care and assisted living centers. Other responsibilities include greeting customers, stocking shelves, answering the phone, completing end of day cash and reconciliation.

### RedBarn Market/ Cashier and Deli

JULY 2020- AUGUST 2021, 1933 Oak Bay Avenue

Duties include working as a cashier, preparing sandwiches and other deli products. Additional responsibilities included sanitizing countertops and floors, recycling, answering the phone and reconciling cash at the end of day.

### McDonald's / Kitchen Aid

AUGUST 2019- NOVEMBER 2020, 1581 Hillside Avenue

Duties include food prep, cleaning and stocking. Worked two shifts a week during high school.

### Hermann's Jazz Club and Bar / Dishwasher

AUGUST 2018 - NOVEMBER 2018, 753 View Street

Duties included stocking, dishwashing and making desserts. Worked three shifts a week during high school.

---

## Volunteer Experience

---

### Victoria Junior Field Hockey Association / Coach

APRIL 2014 - JULY 2023, UNIVERSITY OF VICTORIA

Organize, plan and lead 20 children through interactive and adaptive sport twice a week during the spring.

### Mustard Seed Street Church & Food Bank/ Road Marshal

FEBRUARY 2020 - JUNE 2020, 625 QUEENS AVENUE

Helped with route directions and setup.

### Shannon Oaks / Speaking French

MARCH 2019 - JUNE 2019, 2000 GOLDSMITH STREET

Interact and entertain different residents in french with game nights twice a month.

### **Monterey Middle School Field Hockey Team / Assistant Coach**

MARCH 2016 - MAY 2020, 851 MONTEREY AVENUE

Organized drills for practices, helped run substitutions and provided a positive voice on the field.

### **BC Housing Summer Camps Program/ Camp leader**

JULY 2018- AUGUST 2018, 2505 BLANCHARD STREET

Learned how to keep 30 campers engaged, organized fun games, planned activities and outings. Completed a month-long leader in training program prior to working in the summer camps.

---

## **Education**

---

### **University of Toronto / Expected graduation 2025**

SEPTEMBER 2020- CURRENT, 27 KING'S COLLEGE CIR

Majoring in Human Biology and minoring in Immunology and statistics as well as a diploma in Business.

### **Oak Bay High School / Graduated**

SEPTEMBER 2016 - JUNE 2020, 2121 CADBORO BAY RD.

---

## **Activities and Sports**

---

### **University of Toronto Blues Varsity Field Hockey Team**

SEPTEMBER 2020- CURRENT

Fall training includes practice five days a week and lifting twice a week in addition to matches against other universities. Offseason in the winter includes indoor practices three times a week, three lifts, two conditioning sessions and one speed session a week. Summer includes individual training.

### **Youth Against Cancer- Cops For Cancer / Executive Member, Project Leader**

SEPTEMBER 2016 - JUNE 2020

Various fundraisers such as organizing and planning bake sales, car washes and garage sales to raise money. Other activities included Christmas door decorating at the BC Cancer Lodge to uplift the patients.

### **Leadership/ Group Leader**

SEPTEMBER 2017 - JUNE 2020

Work with others to organize school activities such as the spring fun fair, Halloween dance, polar bear swim, random acts of kindness, candy grams and breakfasts to improve school spirit.

### **Yearbook and Journalism/ Executive Member**

SEPTEMBER 2019 - JUNE 2020

Created several pages including sports team pages and club team pages as well as working with editing software, conducting interviews, writing pieces, taking and taking photos.

### **Peer Tutoring/ Member**

SEPTEMBER 2019 - JUNE 2020

Helping students with math and chemistry after school.

### **Senior Girls Field Hockey/ Co-Captain**

SEPTEMBER 2016 - NOVEMBER 2019

## **Mentorship Program / Member**

SEPTEMBER 2017 - JUNE 2019

Mentored four grade nine students, welcoming them to the school and introducing them to the clubs at Oak Bay.

---

### **Awards / Achievements**

---

Varsity Blues Field Hockey OUA Gold Medal - 2023  
Varsity Blues Field Hockey OUA Silver Medal - 2022  
Varsity Blues Field Hockey OUA Gold Medal - 2021  
BC District Dogwood Authority Scholarship - 2020  
BC Excellence Scholarship - 2020  
BC Rotary Scholarship - 2020  
Oak Bay High Honour Roll with Distinction - 2018, 2019, 2020  
Bronze medal at BC U18 Indoor Tournament, Field Hockey - 2020  
Gold medal at BC U18 Provincial Championship, Field Hockey - 2018  
Selected to BC Provincial Team. Bronze medal at U15 National Championships, Field Hockey - 2017

---

### **Certificates**

Victoria TC 10K 2012 - 2017  
Gold medal at BC U15 Provincial Tournament, Field Hockey - 2016  
Lansdowne Middle School Silver Medal at BC Science Competition (Spaghetti Bridge Building) - 2015

---

Opioid Poisoning Response Training - 2023  
Youth Leader in Training - 2018  
Emergency First Aid - 2018  
CPR Level C - 2018  
Food Safe Level 1 - 2018  
Bronze Star Swimming - 2017