

MICHELLE DAO

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SKILLS SUMMARY:

- Solid foundation in theory and practice of business, obtained through Arts & Business program (a unique and diversified degree which combines an Honours Arts degree with Business)
- Proficient in Microsoft Office and Social Media Websites
- Exceptional verbal and written communication acquired through Leadership and Communication courses and Customer Service experience
- Outstanding organizational skills through meeting deadlines, handling details, and managing projects effectively acquired through HR Recruiting Internship and Research Assistant position
- Leadership capability and ability to work well under pressure gained through Lifeguard position
- Ability to work in groups or teams gained through Lifeguard and Swimming Instructor position

EDUCATION

Candidate for Bachelor of Arts

(Class of 2014): *Grad Date- August 2014*

Honours Arts and Business

Honours Music,
Human Resources Management
Minor,
University of Waterloo

Candidate for:

*Certified Associate Project
Management (CAPM) Certificate
Canadian Human Resource
Professional (CHRP) Certificate*

Relevant Courses:

*Accounting Information for Managers,
Professional and Business Ethics,
Leadership Team and Communication,
Marketing: Principles of Marketing and
Consumer Economics,
Strategic Human Resource Planning*

ACHIEVEMENTS

Hedwig and Rempel Scholarship (shown continuous excellence in Major of Study)

University of Waterloo, Waterloo,
Ontario, 2011, 2012, 2013, 2014

EMPLOYMENT HISTORY

HR Recruiting and Training Intern

Investors Group Inc. Toronto-Midtown May 2013- August 2013

- Executed recruitment and selection procedures (i.e. preparing job descriptions, vacancy notices, checking formal requirements, and eligibility criteria)
- Conducted preliminary screening interview on behalf of IG
- Worked along side the regional and division director by providing evaluations of potential candidates and future HR procedures for incoming interns.
- Researched and provided logistical support for training and employee engagement activities
- Actively developed marketing initiatives for recruitment; such as posting on University recruiting websites

Research Data Assistant

Karetan Corporation, April 2012- September 2012

- Summarized financial reports, articles, presentations, and pharmaceutical testing results
- Manage data collection projects by meeting deadlines, entering data, transcribing tapes and handwritten notes.

Lifeguard & Swimming Instructor

Toronto Montessori Schools, June 2011- August 2011

Centennial Pool Community Centre, March 2010-March 2011

Elgin West Community Centre, January 2011-March 2011

- Acquired effective communication skill through co-workers and patrons in regards to communicating pool safety
- Gained professional customer service through managing a cashier role, and providing answers to patrons questions
- Obtained team management skills through executing protocols in emergency and everyday pool situations
- Completed records and reports to lesson coordinator in a timely manner requiring time management skills

***Penelope Glasser Memorial
Scholarship in Arts (Entrance)***

University of Waterloo, Waterloo,
Ontario, September 2011

Entrance President Scholarship

University of Waterloo, Waterloo,
Ontario, September 2011.

***Cosmo Music Student Excellence
Award***

St. Theresa of Lisieux Catholic High
School, Richmond Hill, Ontario, June
2011.

***Standard First Aid, NLS, Lifesaving
Society***

Up to date Certification

ACTIVITIES AND INTERESTS

Athlete on Softball Team, 2008-present

Representative for Sandwich Runs 2013-present

Violinist in University Ensemble Group and University Choir 2011-
present

High School Swim Team, 2007-2009

High School Pianist for Choir, 2007-2011

Candidate for YTV's "The Next Star", and The National
Exhibition's "The Rising Star", 2008-2009

Enjoys playing the guitar

REFERENCE

Upon Request