

CHRIS RAYMENT

11ciar@queensu.ca

20 Princeton Road, Toronto, Ontario, M8X 2E2

(647) 408-3357

PROFILE

Dedicated 3rd year Queen's Commerce student with substantial client-service experience in the travel and restaurant industries, seeking employment in the marketing or advertising sector for the May – August period. Experienced peer and youth leader, with a proven track record of closing sales and retaining clients. Extremely organized, with an enthusiasm and academic aptitude for marketing and organizational behavior.

EDUCATION

Int'l Business Administration Exchange Semester, Rotterdam School of Management, NL Aug. – Dec. 2014

- Completed Entrepreneurship & New Business Venturing specialization
- Business venture Finalist for "Get in the Ring" entrepreneurship competition

Bachelor of Commerce, Queen's University, Kingston, ON 2012 – Present

- Marketing specialization at Queen's School of Business

High-School Diploma, Ursula Franklin Academy, Toronto, ON 2008 – 2012

- Achieved a place on the Academic Honor Roll for each of the 4 years
- Senior counselor and activity leader for annual Junior Retreat excursion

PROFESSIONAL EXPERIENCE

Doctors-On-Tour, Toronto, Ontario

- Role transition over 4 years at niche travel organization offering int'l educational tours to health professionals

Sales & Marketing Coordinator, Doctors-On-Tour May – August 2014

- Coordinated web and email marketing through company 'info' account and website maintenance
- Improved sales technique via responsibility for all phone and email sales enquiries
- Retained clients by consolidating contact distribution lists in preparation for CASL Anti-Spam Laws

Administrative Assistant, Doctors-On-Tour 2010 – 2012

- Built time management skills by conducting administrative duties and organizing company records
- Utilized and grew customer service experience by providing knowledge and support to clients
- Traveled as Group Leader Assistant on two-week excursion with clientele to Ecuador & the Galapagos

Bicycle Instructor, PedalHeads Bike Camps, Toronto, Ontario May – August 2013

- Personally responsible for organizing and leading groups of children aged 4-12 on local bicycle tours
- Helped to improve the camp's social media presence resulting in increased awareness and referrals

Dessert Chef, Demetre's Cafe, Toronto, Ontario May – August 2012

- Cooked and prepared menu items for customers in a client facing, open-kitchen environment
- Professional environment promoted quick-thinking, attention to detail, and staying calm under pressure
- Developed teamwork with co-workers to serve multiple hundreds of customers on typical weekend nights

EXTRACURRICULAR and VOLUNTEER EXPERIENCE

Co-founder and Marketing Coordinator, Queen's Longboard Club, Kingston, ON 2013 – Present

- Co-founded first officially recognized longboard building club, manage funding proposals and weekly meetings
- Utilize marketing knowledge (from academia and experience) to coordinate all marketing efforts for the club

Volunteer, Commerce Kids, Kingston, Ontario 2012 – Present

- Committed 2 hours per week to engage in class activities with Grade 2 students at a local elementary school, working with small groups of students to role-model and foster pro-social behavior

Board Member, Do. Crew, Power of the Future is Us Youth Program, Toronto, ON 2008 – 2011

- Weekly board meetings for project planning and environmental initiatives
- 2009 group excursion to Arizona to scout Earthship housing designs for a future Aboriginal project initiative