

# CAITLIN HAYLES

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## EDUCATION

### The University of British Columbia

*Bachelor of Arts - Class of 2016*

- Major in Philosophy; 3.0 GPA
- Completion of the Arts Co-op Program

### iXperience

*Web Development - Summer of 2016*

- Completed an intensive course in HTML, CSS and AngularJS.

## HIGHLIGHTS

**Innovative Thinker:** Constantly thinking outside the box and trying to find unique office solutions.

**Energetic Worker:** Thrives in dynamic roles with numerous projects in an ever-changing environment.

**Dedicated Learner:** Always prepared to accept a challenge and learn new skills for any position.

**People-Person:** An outgoing conversationalist who loves to meet and work with anyone.

## HARD SKILLS

Photoshop Illustrator Word Outlook Excel PowerPoint HTML CSS AngularJS

## EXPERIENCE

### GetSmarter <Intern>

{Aug. 2016}

- Created a prototype for an online booking and ordering system using AngularJS, Firebase, HTML and CSS.

### UBC Recreation <Assistant Director of Volleyball & Events>

{Sept. 2014 - Apr. 2016}

- Organized Storm the Wall, the largest Intramural event in North America with 3,500+ participants.
- Oversaw over 150 volunteers for 1 week for Storm the Wall, demonstrating leadership and problem-solving.
- Coordinated league scheduling, rules and advancements, and oversaw weekly volleyball games.

### The British Columbia Lung Association <Development Assistant (Co-op)>

{May - Dec. 2015}

- Designed, produced and managed sales for the Golf Privilege Club Book, a 100+ page coupon book that raises \$50,000+ each year.
- Created an e-mail campaign for the release of the Golf Privilege Club Book that nearly doubled sales from the 2015 edition.
- Oversaw the Facebook page for one of the events, making daily posts leading up to the event and 3+ posts a week otherwise.

### BC Hydro <Community Outreach Representative (Co-op)>

{May - Aug. 2014}

- Used communication, customer service and professionalism to build relationships with BC Hydro customers and external event organizers.
- Reorganized the team's office at the end of the work term creating an efficient supplies system demonstrating exceptional organization skills.
- Adapted to the BC Hydro databases developing an ability to learn new technologies in a timely manner.

## VOLUNTEERING

### Syrian Refugee Benefit Gala

Raised over \$10,000 for refugees in Canada.

### Big Brothers, Big Sisters

Mentored a 9-year-old girl for 2-4 hours every week.

### Canadian Breast Cancer Foundation

Requested item donations and organized supplies.

## INTERESTS

**World Traveling:** Visited 17 countries and the exploring has just begun.

**Theatre:** Has seen 50+ Broadway shows.

**Outdoor Exploring** Enjoys hiking, canoeing, camping, kayaking, etc.

**Puzzles:** Enthusiastic about brain teasers, sudoku, and problem-solving activities.