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| Hailey  negi | |  |  | | --- | --- | | 69 Alderbury Drive, Markham, ON, L3S 3G1 |  | | 647-758-7593 |  | | haileynegi@gmail.com |  | | July 24th 2017 |  | |  |  | |

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|  | Objective |

To obtain this position and be a part of your staff

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|  | Education |

Currently enrolled as a Grade 10 student at Bayview Secondary School in the IB program working towards completing an Ontario Secondary School Diploma as well as an IB Diploma.

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|  | Summary of qualifications |

* Exemplary numerical and public speaking skills
* Works well independently as well as a part of a team
* Fluent in English, Guajarati, Hindi and conversationally fluent in French
* Am a team player and work well cooperating with others
* Excellent interpersonal and communication skills

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|  | Skills |

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| **Academic Skills**   * Achieved high standing at the UCMAS National Mental Math Competition * Displayed an ability to read and understand information presented in a variety of forms in classes at Bayview SS. * Assisted immigrant from foreign country by being a translator * Did very well in oral presentations as well as lead a public speaking club   **Personal Management Skills**   * Completed all school related assignments successfully and submitted them before the deadline * Transferred calls from customers to the correct line and communicated effectively with them to understand the issues * Taught groups of young children karate at a karate camp and shared ideas amongst other instructors * Acted as a receptionist for school parent–teacher interviews and made sure the interviews were running smoothly without any disturbances   **Teamwork Skills**   * Demonstrated teamwork skills by participating in Dragon Boat * Worked in a group of people to help co-ordinate and plan physical activities for young children at Family Day-Care * Communicated effectively with all group members during school projects   Karate Camp Helper Dynamic Martial Arts/ Markham, ON 2016  Camp Robin Hood  Receptionist Hewlett-Packard Markham, ON 2016  Program Plan Assistant Family Day-care Markham, ON 2016-2017  Receptionist Bayview SS Richmond Hill, ON 2017 References Paul Vasil CEO of Dynamic Martial Arts 905-940-5644  Jasma Shah ECE 647-774-7593  Mahendra Sinh Employee 416-709-7593  Irena Nabuda Geography Teacher 905-884-4453 |

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|  | Volunteer/WORK hISTORY |