

Rita Doe

418-111-2222

Rita.doe@email.ca

Education and training

Wilton University – International Development, 2010–2014

St. John's, Newfoundland

Catherine Collegiate Secondary School, 2005–2009

St. John's, Newfoundland

Skills

Summary

- Fluent in French and English, both written and oral
- Hardworking, reliable, and professional
- A considerate team-player with aspirations to succeed

Teamwork

- Coordinated and planned complex student presentation schedules with eight other teaching assistants
- Worked with many diverse staff members in various positions to accomplish daily tasks and deliver excellent customer service

Management

- Coached and assisted staff to achieve second place overall in the city-wide Barista Skills Latte Art competition
- Instructed and guided business students regarding weekly assignments and general academic difficulties

Administrative

- Organized high-profile social activities for the Business Administration community at Wilton University
- Created and implemented a new weekly task schedule for clients at the Elizabeth Wright Women's Shelter

Experience

Undergraduate Teaching Assistant, 2011–2012

Wilton University, St. John's, Newfoundland

Barista Team Leader, 2008-2011

Alfred's Coffee House, St. John's, Newfoundland

Sales Associate, 2006-2008

Annie's Pie Shop, St. John's, Newfoundland

Volunteer experience

- Wilton Business Society – VP Social 2011–2012
- Elizabeth Wright Women's Shelter 2010–2012
- Catherine Collegiate Student Council President 2008–2009
- St. John's Food Bank 2007–2009

Accomplishments

- Qualified for national semi-finals in "Reach for the Top" trivia competition in 2007 and 2008
- Three years on Wilton University Dean's List
- Four years on Catherine Collegiate Honour Roll for Academic Excellence