

OLIVIA YIP

CONTACT



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12 Columbia Street W, Waterloo ON.

EDUCATION

Bachelor of Global Business Digital Arts

University of Waterloo

Sept 2023 - Currently attending
Waterloo, ON

Ontario Secondary School Diploma

St. Augustine Catholic High School

Sept 2019 - June 2023
Markham, ON

VOLUNTEER

Our Roots, Markham, ON
(Sept 2021 - March 2023)
Executive Leader

TAC, Toronto, ON
(July 2022 - Aug 2022)
Camp Coach

Renhe Community Association, Markham, ON
(Oct 2021 - May 2022)
Reading Buddy

ACHIEVEMENTS

- Raised over \$13,000 for SickKids Hospital.
- Finished with a 90% average in Grade 12 English

LANGUAGES

- Fluent in English
- Conversational proficiency in Cantonese

REFERENCES

REFERENCES AVAILABLE UPON REQUEST

ABOUT ME

As a dedicated second-year student at the University of Waterloo, I am seeking a part-time position where I can apply my strong communication, social, responsibility, and organizational skills. With a strong work ethic and a constant drive for success, I hope to contribute to a team while continuously learning and expanding my skills. I am committed to delivering high-quality work and look forward to gaining valuable experience that will contribute to both my personal and professional growth.

RELEVANT SKILLS

Customer Service

- Experience in greeting customers when they leave and enter a store.
- Took various orders while working at Baskin-Robbins.
- Ability to clearly explain to customers what a product was.

Teamwork

- Worked with various groups of others during volunteer and work experience.
- Built strong relationships with co-workers and past group members.
- Collaborated effectively with fellow students to create a high-quality project.

Communication

- Talked to many parents and campers during time as a camp counsellor.
- Led a club as an executive and engaged with many students.

WORK EXPERIENCE

Ice Cream Worker

Baskin-Robbins
Markham, ON

Mar 2022 - Aug 2024

- Organized ice cream flavors, toppings, syrups, and other ingredients in the work area.
- Prepared orders for customers by scooping ice cream into cups and cones.
- Operated cash register to collect payments and return change to customers.
- Trained new employees on proper food handling techniques and customer service standards.
- Practiced opening and closing procedures.

Camp Crew Leader

Summit Community Church Camp
Richmond Hill, ON

July 2024

- Created designs that matched the theme of the camp such as 3D sea designs made of pool noodles
- Organized and supervised camp activities such as arts and crafts, low ropes, cooking, and sports.
- Facilitated faith and bible discussions among campers.
- Provided guidance and support to ensure the safety of all campers in a variety of outdoor settings.
- Maintained accurate records including daily attendance logs and incident reports.
- Worked with children from ages 3-11.

OTHER EXPERIENCE

Business Banquet Event Planner

St. Augustine Catholic High School
Markham, ON

Sept 2022 - Dec 2022

- Planned a business banquet for over 200 guests.
- Cold called various companies to request donations and raffle prizes.
- Raised over \$13,000 from the business banquet as a donation to SickKids.
- Individually raised a \$700 donation for the banquet.
- Designed the banquet using decorations and items borrowed from companies.