

WINONA SO

EDUCATION

Undergraduate at the *University of Waterloo* (2010 – Present)
English – Rhetorics & Professional Writing, specializing in Digital Arts
Communication
Arts & Business Co-op Program

Graduate from *Britannia Secondary School* in Vancouver (2010)
International Baccalaureate Certificate Program
Honour Roll

WORK EXPERIENCE

Technical Writer at *Sybase* (Jan 2012 – April 2012)
Used Oxygen XML Editor and DITA to write and proofread technical
documentation for Sybase software
Communicated with international developers and QA

Receptionist and Administration Assistant at *Capital Direct Corp.*
(Summer 2011)

Customer interaction through phone lines and front desk
Meticulous data entry with regards to mortgages and loans
Managed and maintained inventory level of office supplies

Editor-in-Chief at *Britannia Secondary School* (2009 – 2010)

Organized all aspects of the yearbook; including design, photography, and sales
Extremely high-pressure and strict deadline environment
First yearbook in school's history to sell out
Received Information Technology Scholarship

SKILLS

- Technology inclined, experienced with Windows and Mac OS X; **Microsoft Office**, **Adobe Photoshop**, and **Adobe InDesign**
- **Strong communication skills**, developed through Speech Communication classes at the University of Waterloo, and chairing Business Club and Girl Guide meetings
- **Professional and friendly customer interaction** developed in retail and receptionist jobs
- Volunteered with a variety of associations including the Vancouver Sun Run, the Multiple Sclerosis Society, the Leukemia & Lymphoma Society, the 22nd Richmond Scout Camp, Families with Children across China, Hands-Across-the-Boarder events, and the Vancouver Food Bank
- **Meticulous** and **focused** worker who enjoys **detail-orientated** work

VOLUNTEER EXPERIENCE

Staff at Imprint, the Official Undergraduate newspaper for the University of Waterloo (2010 – Present)

Roles included Science & Technology Assistant Editor and Graphics Assistant Editor

Layout of pages in university newspaper with attention to design and visual appeal

Proofread print articles for spelling and grammar errors, fact-checking for accuracy

Information Technology Vice-President for the Britannia Business Club (2009 – 2010)

Successfully marketed and sold a product to students and people from the community through marketing campaign

Designed and executed business plan

Winner of CIBC Student Venture Award for Environmental Stewardship

Junior Leader for the 8th Vancouver Girl Guides of Canada (1999 – 2010)

Organized events, campfires, sing-alongs, and games at camps

Responsible for purchase of food and camping supplies

Received Chief Commissioners Award