

Helen Dong

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OBJECTIVE: Entry level summer position in the financial industry

EDUCATION:

Western University, National Scholarship Recipient

Current program: Actuarial Science

High School Diploma June 2014; Grade 12 Top 6 Average 98.8%

WORK EXPERIENCE:

Residence Tour Guide at Elgin Hall (October 2014- Present)

- Advocate for on-campus living, educate students and parents on Western's Residences
- Respectfully answer questions, reassure students and parents regarding the university transition

VOLUNTEER EXPERIENCE:

Operations Director at DECA U Western (September 2014- Present)

- Reliably complete event proposals, room bookings, and fee collections
- Work with and lead Operations Officers to complete projects as a team

Barrie Christian Community Church (August 2011-August 2014)

- Directed children's activities for church-wide retreat, supervised approximately 40 children
- Planned and led activities for biweekly Youth Group, coordinated 15-20 youth
- Arrived early and stayed late to prepare and clean up

President of school DECA Chapter (Sept 2010-June 2014)

- Planned weekly meetings to educate members, working both independently and as a team
- Took initiative to set up one-on-one sessions for additional training with members
- Competed and networked with students at an international level

Link Crew Leader (June 2012-June 2014)

- Facilitated transition from elementary to secondary school
- Comforted students and acted as a support for grade nine students
- Prepared and executed grade nine orientation day with team of Link Crew Leaders

Camp Counselor at Emmanuel Baptist Church (July 2011, July 2012, July 2014)

- Created welcoming environment for children from all backgrounds
- Resolved disputes and problem solved with campers
- Communicated with and reassured parents

SKILLS:

- Excellent use of Microsoft Office; meticulous, organized and strong attention to detail
- Proficient in speaking Mandarin Chinese, strong communication skills
- Results oriented, dependable and punctual

ACHIEVEMENTS:

- Barrie Rotary Club's Top Graduating Female, Barrie Women's Club Award of Excellence
- Honours with Distinction in the Grade 9 and 10 RCM Piano Examinations
- 2nd place at Provincial DECA Competition, finalist at DECA Internationals