

WENDY GREEN
456 Park Street
Victoria BC V0V 0V0
(250)555-5555

Education

University Transfer Studies

Camosun College, Victoria BC,
June 2005 to present

Courses Studied: English Composition, Native Studies, English Literature, Biology, Psychology, Canadian History

Grade 12 Diploma

Central High School, Anytown, BC.
June 2000

Supervision and Training

- Successful team leader for provincial Aboriginal youth event
- Developed a training program for new employees, increasing interest in business training as a result
- Instructed over 40 students in a youth orientation program

Communications

- Contributed to training manual for Aboriginal youth
- Maintained high level of customer satisfaction during peak hours
- Interacted with supervisors and the public in a retail store

Organization

- Arranged conflict free work schedules
- Balanced receipts and sales, on a daily and weekly basis.
- Maintained high grade point average while participating in community events and raising children

Experience

Team Leader, BC Aboriginal Youth Business Challenge
Victoria BC, 2007

Sales Clerk, Shane's Shoes,
Anytown BC, 1998 to 2000

Activities

Soccer, competitive swimming and reading

References

Available upon request