

[COMBINATION RESUME SAMPLE]

Vivian Lin

902-123-4567 | vivian.lin123@msvu.ca | [linkedin.com/in/vivian-lin](https://www.linkedin.com/in/vivian-lin)

166 Bedford Highway, Halifax, NS B3M 2J6

PROFILE

A hardworking and highly-organized person with strong verbal and written communication skills, seeking part-time or full-time employment. Currently a third year student at Mount Saint Vincent University, pursuing a degree in Tourism and Hospitality Management. Looking to put knowledge and serving experience to use in customer service or event planning positions.

EDUCATION

Bachelor of Tourism & Hospitality Management

Sept. 2017 – Present

Mount Saint Vincent University, Halifax, NS

SKILLS

- Excellent verbal and written communication skills
- Strong time management skills
- Able to work independently and in a team
- Proficient in using MS Office Suite – Excel, Word, PowerPoint
- Fluent in English, French and Mandarin

WORK EXPERIENCE

Cashier

May – Aug. 2019

McDonald's, Halifax, NS

- Displayed strong numerical skills by managing cash accurately
- Engaged with customers and responded to feedback and complaints
- Coordinated orders quickly, working in a team format
- Maintained a clean environment for both customers and co-workers

Tourism Education Alliance of the Maritimes (TEAM) Assistant

Sept. 2018 – Apr. 2019

Mount Saint Vincent University, Halifax, NS

- Designed and coordinated print and social media materials for 2019 Leaders in Tourism, an annual fundraising event that attracts 700 supporters
- Helped manage a thank you campaign by writing and coordinating letters and emails to partner organizations, sponsors, and supporters
- Updated and organized supporter information in Excel, for pre-event reach out in 2020

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Line Cook

May – Aug. 2018

Café Chianti, Halifax, NS

- Checked inventory to make sure food and supplies were on hand three days in advance
- Set up and carried out pan station and grill station functions
- Cleaned stations and packaged and stored leftover food
- Trained new employees on Café Chianti protocols and team approaches

VOLUNTEER EXPERIENCE

Orientation Leader

Sept. 2019

International Education Centre, Mount Saint Vincent University, Halifax, NS

- Welcomed international students preparing for the start of their first academic term, following a peer support program model
- Liaised with students, orientation team members, and supervisors to address any complex questions or concerns

LICENSES AND CERTIFICATIONS

Standard First Aid with CPR C + AED

Dec. 2018

St. John Ambulance

Food Hygiene Course

May 2018

Department of Environment, Government of Nova Scotia

WHMIS

Dec. 2017

Canadian Centre for Occupational Health and Safety

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PROFILE

A hardworking and highly-organized person with strong verbal and written communication skills, seeking part-time or full-time employment.

SKILLS

Customer Service

- Engaged with customers and responded to feedback and complaints, following the company's protocols and standards
- Fluent in English, French and Mandarin
- Able to work independently and in a team

Time Management

- Performed well in high energy fast food and restaurant settings
- Coordinated food orders quickly and accurately, working in a team format
- Checked inventory to make sure food and supplies were on hand three days in advance

Marketing and Administration

- Designed and coordinated print and social media materials for a fundraising event
- Helped manage a fundraising event thank you campaign by writing and coordinating letters and emails to partner organizations, sponsors, and supporters
- Proficient in using MS Office Suite – Word, Excel, PowerPoint

Certifications

- Standard First Aid with CPR C + AED, St. John Ambulance (Dec. 2018)
- Food Hygiene Course, Government of Nova Scotia (May 2018)
- WHMIS, Canadian Centre for Occupational Health and Safety (Dec. 2017)

WORK EXPERIENCE

Cashier

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Mount Saint Vincent University, Halifax, NS

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