# Anytown, BC, V0X 0X0 555-555-5555

# STUDENT NAME [www.professionalportfolio.ca](http://www.professionalportfolio.ca) [studentemail@mytown.ca](mailto:studentemail@mytown.ca)

*Innovative and enthusiastic student dedicated to enhancing knowledge and skills in business & communications.*

## Highlighted Skills and Qualifications

* Experience in marketing and sales developed through retail customer service.
* Friendly and personal approach to building strong relationships with customers, clients, and colleagues.
* Exceptional organizational skills with the ability to manage time and task completion in a fast-paced work environment.
* Awarded academic entrance scholarship and acknowledgment for sports achievements
* Languages: English, French, and Spanish

## Education

### Bachelor of Business Administration Anytown University, Anytown, BC 20XX - Present

* Dean’s List – 20XX
* Major: International Business, Minor: Marketing
* Academic Entrance Scholarship 20XX

#### Highlighted Courses of Interest:

* **Professional Selling** - selling strategies; understanding buyer behavior and creating value through a relationship strategy.
* **International Business** – the impacts of influential forces such as culture, economics, politics, and geography on management decisions

## Employment History

### Retail Sales Associate Taylor Sports, Anytown, BC20xx-20xx

* Provided quality customer service and assisted with purchases, queries, and store experience.
* Organized and prepared opening and closing responsibilities.
* Administered inventory count, shipping, receiving, and restocking equipment shipments
* Operated skate area including using skate sharpening machine, heat-press, skate oven, and heat gun

### Machine Operator Globex Bottling Co., Anytown, BC Summer 20XX,XXXX,XXXX

* Seasonal production line machine operator
* Troubleshoot operational and problem-solving activities

### Logistics/Warehouse ROXXON Industries, Anytown, BC Jan-Aug 20xx

* Assembling custom shower doors according to specifications
* Shipping and receiving glass to and from the warehouse
* Adhered to and valued safety protocols and procedures in forklift and power tool operation

## Volunteer Experience

* Anytown Minor Hockey tournaments – Assisted with the organization of the tournaments and refereeing of games.
* Occasional volunteer at the Food Bank

## Interests and Activities

### Assistant Captain Varsity Hockey Team, Anytown University 20XX-20XX

#### Other interests:

* Snowboarding, hiking fishing, camping
* Reading, podcasts, music

## References Available Upon Request