

## Profile

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- **Polished Human Resources and Headhunting Skills:** Extensive experience assisting employees as the sole HR representative at Ericsson Vancouver, and matching local organizations' staffing needs with foreign talent as a leader of AIESEC, a non-profit international student organization
- **Strong Verbal Communication Skills and Public Speaking:** Background in promoting international organizations through presentations, and interacting extensively with students, faculty members, and members of the international business community
- **Interpersonal Skills:** Ability to connect and relate to individuals of a variety of backgrounds through work experience, extra-curricular activities, and international travel
- **Organization and Multi-Tasking:** Expertise organizing a variety of work, academic, athletic and extra-curricular activities simultaneously, ensuring that goals are met with accuracy while maintaining a high GPA
- **Conflict Management and Problem Solving:** Ability to analyze situations to determine the best outcome, developed through leading non-profit organizations, resolving client issues as a computer help desk technician, and managing personality conflicts during case competitions
- **Change Management:** Expertise leading organizational structural change to enhance volunteer experiences and streamline the operations to achieve record breaking results
- **Computer Skills:** Proficiency in Microsoft Office 2013, Salesforce; and general IT knowledge gained through academic and professional training as well as work as a computer technician

### Human Resources Skills

- Attracting
- Training
- Retaining
- Interviewing

### Leadership Skills

- Coaching
- Facilitating
- Motivating
- Empowering

### Academic Achievements

- 7.59/9.0 (A-) GPA
- RBC Case Competition Winner
- EDC Scholarship Recipient
- Honour Roll Student

## Education

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### Bachelor of Commerce

Gustavson School of Business, University of Victoria (Victoria, BC)

- Specializing in International Business and Service Management

Expected Completion Date: April 2016

## Work Experience

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### Human Resources Administrator

Ericsson (Vancouver, BC)

Jan 2015-Present

- Managed and organized headcount data to present to the executive team
- Assisted with recruitment initiatives and conducted new employee orientations
- Increased employee productivity by streamlining and quickly answering HR and administrative related inquiries
- Facilitated successful applications of NSERC grants to subsidize site costs
- Ensured an exceptional work experience for co-op students by organizing engaging events and providing feedback to the University Relations team

### Computer Help Desk Consultant

University of Victoria (Victoria, BC)

May 2014-Dec. 2014

- Increased client satisfaction by troubleshooting software, hardware, printing, network, and general facility inquiries
- Minimized conflict by empathizing with customers' requests and providing mutually beneficial solutions

### Marketing and Human Resource Coordinator

LaundroLounge Laundromat (Victoria, BC)

May 2013-Aug. 2013

- Determined quality hires by posting positions on multiple databases, conducting pre-screening phone calls, and interviewing candidates
- Improved hiring procedures and employee retention by creating human resource policies
- Increased sales considerably by implementing a strategic marketing and social media plan that targeted hotels, B&Bs, and massage therapists

## Leadership Experience

**President** Jan. 2014-Dec. 2014

**Vice President of Campus and Alumni Relations** Dec. 2012-Jan. 2014

AIESEC Victoria (Victoria, BC)

- Increased the number of international student placements by 500% by creating a vision and effectively leading a team of over 30 committed members, resulting in the AGF Growth Management award
- Led the most successful recruitment strategy the committee has had by organizing and facilitating a conference for UVic students to gain insight on various volunteer experiences
- Acted as a headhunter for local companies by searching and interviewing international talent on AIESEC's database and presenting to organizations
- Improved member retention by developing their skills and creating a friendly, yet challenging culture
- Empowered the executive team by facilitating team retreats, performance evaluations, and personal development talks to individually coach and cater the experience to their needs
- Interviewed and facilitated sessions for exchange participants prior to departure to ensure cultural awareness
- Doubled sales activity with local organizations by strategically working with educational institutions, IT/Engineering companies, and providing members with training and simulation exercises to succeed

**Marketing Coordinator** Sept. 2012-April 2013

Students Offering Support (Victoria, BC)

- Raised money to build schools in Latin America by marketing review sessions to students

**Student Volunteer** May 2012-June 2012

International Student Volunteers (Puerto El Morro, Ecuador)

- Worked with a team to educate children in English and environmental habits, build a library, and plant mangrove seeds to aid eco-tourism

## Athletics

**Rower (Captain)** Sept. 2006-March 2012

University of Victoria, Brentwood College

- Placed second at the Canadian University Championships in the lightweight men's coxed four as a freshman athlete for UVic (November 2011)
- Won the U-19 Men's pair at the North American Championships (Canadian Henley, August 2011)
- Captained Brentwood's world renown rowing program to 2 silver medals at the Canadian National Championships

## Other Awards & Accomplishments

AGF Growth Management Award (AIESEC Canada) Jan. 2015

- Awarded for extraordinary growth in exchange programs

Train the Trainers Certification (AIESEC Canada) Nov. 2013

- Completed a 3-day training seminar on effective communication and event facilitation

Member Acting Most Sustainably (AIESEC Victoria) Dec. 2012

- Awarded for initiative and self motivation with AIESEC

Ace Leadership Award (Western Canada Summer Games) Aug. 2011

- Awarded for exceptional athletic achievement and community involvement

Powell Cup (Brentwood College) June 2011

- Awarded for incredible selflessness in community service