

## OBJECTIVE

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Seeking a full-time teaching position in South Korea.

## EDUCATION

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### **Bachelor of Arts Honours in Law & Society**

*York University, Toronto, Ontario, Canada*

Completed: October 2009

### **Diplôme Élémentaire de Langue Française**

*Collège de Jonquière, Jonquière, Québec, Canada*

Completed: August 2006

## EMPLOYMENT

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### **Info Desk Clerk/Periodical Assistant (p/t)**

*York University Libraries, Toronto, Ontario, Canada*

September 2008 – Present

- Provided directional instructions and information to library patrons.
- Enforced emergency and security protocols/procedures.
- Archived and filed microfiche/films and special collections documents.
- Processed and shelved periodicals, newspapers and microfiche/films.
- Monitored and performed maintenance of microtext machines and special documents.

### **Shelving Assistant (p/t)**

*York University Libraries, Toronto, Ontario, Canada*

September 2006 – Present

- Screened and retrieved requested materials from the library database system.
- Operated online library records system to check-in and date-stamp returned library materials.
- Assembled library materials in book drop according to type, location and call numbers.

### **Book Sales Associate (f/t, temp)**

*York University Bookstore, Toronto, Ontario, Canada*

August 2009 – October 2009

- Assisted customers in locating books using a computerized online system.
- Responded to questions regarding course material, product availability, cost, etc.
- Organized books and performed routine walkabouts to ensure security of merchandise.

### **Sales Consultant (p/t)**

*Mexx Canada, Toronto, Ontario, Canada*

December 2005 – June 2006

- Performed data entry of retail sales and products during inventory period.
- Recommended and provided advice tips to customers regarding purchased products.
- Helped customers locate and obtain merchandise in-store or from another store location.
- Displayed teamwork skills by collaborating with co-workers and supervisors on sales goal.

### **Receptionist, Tour Guide (f/t, contract)**

*Musée Acadien du Québec à Bonaventure, Gaspé, Québec, Canada*

June 2003 – August 2003

- Fulfilled clerical duties such as typing, filing and taking inventory of supplies.
- Conducted guided tours of an Acadian Museum to groups of 4 to 6 visitors.
- Responded politely and effectively to telephone and in-person concerns and inquiries.
- Performed data entry of merchandise supplies using the museum's database system.
- Processed cash, debit card and credit card transactions of purchased ticket(s) and souvenirs.
- Prepared and photocopied brochures/pamphlets for upcoming events, exhibits and programs.

## VOLUNTEER

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### Information Ambassador

October 2008

*Scotiabank Nuit Blanche Festival*, Toronto ON

- Assisted with the event set-up and provided directional assistance to attendees.

### Notetaker/Monitor

October 2008

*4<sup>th</sup> Annual Green Building Festival*, Toronto ON

- Recorded main points of presentation and monitored rooms for AV/temperature control issues.

### Community Research Volunteer

September 2007 – April 2008

*Yellow Brick House*, Toronto ON

- Compiled a research manual on the education of court officials on domestic violence.

## SKILLS

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- Typing speed of 50–60 words per minute.
- Proficient in Windows XP and Vista OS, MS Office (Word, PowerPoint, Outlook), etc.
- Competent in using journal databases (LegalTrac, HeinOnline, etc.) and Boolean operators.
- Fluent in written and verbal English and Tagalog.
- Working knowledge of intermediate French and basic Spanish.
- Drawing portraits, figures, floor plans, buildings, still life and landscape.

## AWARDS

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- York Undergraduate Bursary Award (2005-2008) – awarded a total of \$3000+ for merits.
- *EXPLORE* Language Bursary Program (2006) – awarded \$2000 to study French in Québec.
- French Chair's Honour List (2005-2006) – achieved 7.0/9.0 in French courses.
- York Entrance Scholarship (2004) – awarded \$500 for academic excellence.
- TD Canada Trust Merit Scholarship (2003) – awarded \$500 for leadership skills.

## REFERENCES

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### Lorraine Toth

Facilities Coordinator, Supervisor  
 Facilities Department, York University Libraries  
 Microtext: (416) 736 – 5150 ext. 33432  
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 Available: Monday – Friday (8am-3pm)

### Ella Purisman

Facilities Weekend Supervisor  
 Facilities Department, York University Libraries  
 Supervisor mobile: (416) 712 – 2703  
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