

Resume Results: This resume won the client five interviews in just over two weeks.

Agnes Smith

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Profile

Highly-motivated, multilingual graduate with strong interpersonal and communications skills combined with experience organizing and running international public relations and diplomatic events.

Work Experience

Western University Fisheries Centre
Aquatic Ecosystems Research Laboratory

Vancouver, BC
November 2008 – December 2008

Translator, *Sea Around Us* Project

Unearthed and recorded information on illegal fisheries catches in the Baltic Sea from 1950 to present by searching Lexis-Nexis, other databases and international newspapers and magazines.

Embassy of Country X
Intern, Cultural Affairs

Athens, Greece
May 2008 – July 2008

Organized and ran From the Country of the Rain—modern painting exhibition designed to increase Greek awareness of X'ian art and artists.

Selected and negotiated with major Athenian art gallery and caterer, ordered catering supplies and drinks. Mailed invitations to guest list and monitored RSVP's. Arranged transportation and accommodation for selected artists. Worked with key artist to create optimal display setting for works. Acted as hostess for exhibition.

- Commended by Ambassador for job “well done.”

Parexel International
Intern

City, X
August 2005

Helped organize regional training seminars for Eastern, Central European, Baltic and Scandinavian representatives for regional office of international pharmaceutical company.

Acted as organizer and guide for incoming sales staff, resolved any accommodation problems.

Embassy of Country X
Intern, Commerce Sector

Beijing, China
May 2005 – July 2005

Helped organize business missions in Beijing, Guangzhou, and Hong Kong for X'ian Chambers of Commerce, Industry and Crafts and Textile organization.

Assisted X'ian business/parliamentary delegation develop more active relationship with selected Chinese firms. Responsible for meeting and transporting delegates, photocopying presentations and preparing PowerPoint for meetings, and sightseeing tour set up. Mission resulted in X'ian chocolates now imported to China and Chinese beer imported to country X.

Education & Professional Development

University of British Columbia Vancouver, BC
Bachelor of Arts, major: Art History, minor: English Lit. (Degree to be conferred) May 2009

Tecnológico de Monterrey Monterrey, Nuevo León, Mexico
UBC Go Global Exchange Participant August 2007 – December 2007
Exchange Program in leading Mexican University requiring 75% academic average for admission.

Beijing BISS International School Beijing, China
International Baccalaureate Certificate (High School Equivalent) 2001 – 2004

Relevant Extracurricular Activities

BISS International School, Theatre Arts Program, Drama Studio Beijing, China
Actress 2001 – 2004

- Acted in various productions including performing in lead and second lead roles.

BISS International School Beijing, China
English Outreach Project member September 2003 – July 2004
Taught English in Chinese Public School, grades 7 & 8.

Languages

English and X'ian–fluent.
Russian–spoken fluent, written intermediate.
Spanish–beginner.

Computer Skills

High intermediate user of Microsoft Office.