**VICTORIA SU YOON** 207-525, Austin Avenue,Coquitlam, BC

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# **PROFILE**

A Canadian citizen. Has a good work ethic. Has some part-time experience as a cashier, full-time experience as an office worker and some teaching experience. Flexible work hours available.

## WORK EXPERIENCE

Telus Business Centre (Apex Communication Ltd) Surrey, BC

***Office Administrative Assistant*** *Aug 2011-present*

Answered clients’ questions about the Telus products on the phone and by emails and submitted their orders through the phone. Managed advertised columns at the websites daily. Received and sent repaired/problematic cell phones from/to repairing centres. Organized and sorted invoices daily.

# Nammi Immigration Corp. Coquitlam, BC

# ***Receptionist/ Intern Consultant*** *May 2010-Oct 2010*

Answered, and forwarded telephone calls, greeted cutomers and anwsered their questions, and managed daily updates of the homepage. Completed immigration documents such as LMO, student/visitor/work permits, permanent residence using microsoft words, excel, etc.

Togo Sushi@Coquitlam Centre Mall Coquitlam, BC

***Senior Cashier*** *July 2004-July 2008*

Worked in a very busy takeout/eat-in Japanese restaurant. Handled both analog, computer cash registers, greeted customers, and took customers’ orders, packed food items, cleaned up, supplied items, trained other cashiers. Was responsible of opening and closing of the business

## EDUCATION

University of British Columbia, Vancouver Vancouver, BC

***Bachelor Degree in Life Science****, Minor in Arts Sep.2004-Nov.2010*

# Windermere Secondary School, Vancouver, BC

# Top Math 12 Student Award *Sep.2001- June.2004*

## VOLUNTEER EXPERIENCE

Immigration Service Society (ISS) Coquitlam, BC

#### **Volunteer English/Science/Math tutor**  Aug 2010- Oct 2010

Taught immigrant/international students English and helped them with their school assignments, exam preparation.

Burquitlam Lions Care Cetnre Coquitlam,BC

#### **Meal-time/activities volunteer for seniors** Aug 2010- Oct 2010

Helped seniors with their daily activities such as moving in wheelchairs, playing games, having meals. Enjoyed being their conversation buddy.

St. Paul’s Hospital Vancouver, BC

***Laboratory assistant*** *January, 2006*

Assisted in genotyping patients’ DNA and data analysis in a cancer foundation laboratory. A *high school work experience program*

Carleton Private Hospital Burnaby, BC

***Senior Coordinator assistant*** *June-July, 2005*

Assisted senior coordinators in daily activities for seniors such as walking in wheelchairs, playing games, having meals.

Graham Bruce and Grenfell Elementary School Vancouver, BC

***Homework Buddy*** *April-June, 2003*

Helped immigrant youths with their transition into the community by doing physical activities with them, and helping their school homework

Collingwood Community Vancouver, BC

***Korean Translator***Sep.2003

Assited a new business coordinator with communicating Korean business owners for community business connection.

\*References available upon request