

Norris Chuk
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EDUCATION

Bachelor of Arts, Major International Relations, Minor Business University of Calgary	Year
Beijing Language and Culture University Attended intensive Mandarin courses in immersive setting in Beijing	Summer Year

SKILLS

- **Language Skills:** English (Fluent); Cantonese (Fluent); Japanese and Mandarin speech and literature (Intermediate).
- **Leadership:** Participated in a Leadership Logic program at the University to enhance leadership skills
- **Interpersonal Communication and Business:** Thorough understanding of business environments with marketing, communication, and people skills
- **Public Speaking:** Toastmasters International Public Speaking sessions and solo university presentations for high school students
- **Computer Skills:** MS Office (Word, Excel, PowerPoint, etc.)

RELEVANT WORK EXPERIENCE

Project Manager Torrance Digital Printing Company	Month /Year – Month/Year
<ul style="list-style-type: none">• Coordinated a standalone project for a major client in the banking sector• Performed onsite visits to manage visual marketing areas in the different franchises	
Client Service and Secretary Northrop Corporation	Summer/ Year
<ul style="list-style-type: none">• Inputted data into company's Management Information System• Introduced and ensured efficiency of internal recycling program• Devised user-friendly stock and sample room for convenient retrieval	
Marketing Manager, Volunteer University of Calgary Solar Car Team	Month /Year – Month/Year
<ul style="list-style-type: none">• Marketed and created awareness regarding the Solar Car to the community• Organized the Car's placement in and volunteered at the Calgary Auto and Truck Show• Engaged with potential sponsors for the team and secured a \$1,000 sponsorship	
Children's Event Coordinator, Volunteer Skipper Festival	Month /Year - Month/Year
<ul style="list-style-type: none">• Planned and participated in children's sports and arts and crafts activities• Co-coordinated outreach programs and was involved in the development processes for special events	

University of Calgary, revised 2010, <http://www.ucalgary.ca>, viewed 9 December, 2011.

VOLUNTEER EXPERIENCE

Student Ambassador

Month /Year – Month/Year

University of Calgary Student Office

- Visited high schools and made solo presentations to students on behalf of the university
- Organized and held tours of the university campus for prospective students and families
- Participated in office mail-outs and conducted phone campaigns for prospective students

Coordinator, World Junior Circuit Event

Month/Year

International Table Tennis Federation

- Ensured a smooth transition between games for all athletes
- Efficiently responded to requests for supplies from other coordinators

Camp Counsellor

Month/Year

Kickstart Camp

- Promoted safety in kickboxing to young children and assisted them in their daily camp activities

Manager/Salesperson/Head Buyer

Month /Year – Month/Year

Joy Lewis' Convenience Store

- Determined products and meals to be sold, placed orders, and managed their sales
- Managed other Joy Lewis' store staff
- Promoted and advertised the store and its products
- Worked the till, restocked products, organized, and lead staff meetings

Coordinator, Leadership and Training

Summer/Year

Suomi Volunteer Association

- Looked after seniors at elderly homes
- Visited orphanages and interacted with young children
- Lead small groups of children in games and activities
- Went on a 3 day/2 night camp in Japan's suburban areas and developed leadership and teamwork skills

INTERESTS

- Sudoku: Successfully finish two puzzles a week
- Waterskiing
- Piano: Achieved Grade 4 with the Royal Conservatory of Music
- Backcountry Camping: Completed a five day backcountry trip along the Skyline Trail in Jasper National Park