



Momentum Energy Inc - Metro Vancouver Regional District, BC. Student Business

Consulting Intern

Job Description:

Overview:

- Momentum Energy Inc - Metro Vancouver Regional District, BC
- The successful candidate will be working under the direction of a Senior Business Consultant at a variety of companies in the Lower Mainland.
- It will primarily be documenting workflow and standard operating procedures.
- Secondly it involves working with a small team to recommend and implement improvements.
- Must be fluent with Microsoft Office and a photo editor. Video editing skills would be an asset.

This is a great opportunity for post-secondary students.

- A vehicle is required.

Job Types:

Full-time, Temporary

Salary: \$19.00-\$21.00 per hour

Benefits: Casual Dress

Schedule: Monday to Friday

COVID-19 considerations:

All of our clients have COVID-19 protocols in place.

After the successful candidate gathers information they will be allowed to complete the documentation from a remote location.

Work remotely:No

Work Cited :

“ Momentum Energy Inc - Metro Vancouver Regional District, BC. Student Business Consulting Intern” *Momentum Energy Inc.* 9 August. <https://ca.indeed.com/Intern-jobs-in-Vancouver,-BC?advn=4681897371238077&vjk=e53e5050ddcc4c4c>

Cover letter

Hangwei Bao
5687 Gray Avne,
Vancouver, BC V5A 409

August 12th, 2020

John Cameron
9501 212th St. Langley, BC
V1M1M1. (604) 319-4254.

Dear John Cameron

I would like to inform you of my interest in joining Momentum Energy company as a business consulting intern , located at Metro Vancouver Regional District. I am certain that I would be a good fit in the role given my interest and my education background as well as my job experiences. I would like to tell you a little about myself :

I am an undergraduate student at University of British Columbia. I am currently in the Interdisciplinary study program, taking business, commerce and Asia courses. The IDST program at UBC allows me to make connections between concepts across different disciplinary boundaries and I am able to use the knowledge gained in one field and apply to other fields. I have learned a great deal about using Microsoft Office in business classes. Some of my Asia courses helped me to develop my video editing skills and photo editing skills. I consider these skills to be my assets. According to the job description, business consulting intern will be working with a small team to recommend and implement improvements. In my professional writing class, I learned a great deal about how to make recommendations professionally, and how to be an active member in a small team.

In terms of other skills, I speak two languages : mandarin and English. Speaking a second language helped me to develop multitasking skill, and problem solving skill. I can communicate with clients in Chinese if needed.

Outside the UBC, I worked as an intern for China Telecom customer service and an assistant tutor for students from ZheJiang University in China. As an experienced assistant tutor, I know how to approach to students, and how to communicate with them effectively.

My references will attest to my strong cooperating skill and my ability to learn quickly.

I believe that I would excel in this role. I look forward to your interview. Please contact me at 7786839339 or hangweib@gmail.com.

Sincerely,

Hangwei Bao

Hangwei Bao.

Resume

HANGWEI BAO

hangweib@gmail.com | C: 778-683-9339 | Vancouver, BC V5A 409

Summary

I am an undergraduate student at University of British Columbia. I am currently in the Interdisciplinary study program, taking business, commerce and Asia courses. The IDST program at UBC allows me to make connections between concepts across different disciplinary boundaries and I am able to use the knowledge gained in one field and apply to other fields.

I worked as an assistant tutor, an intern at China Telecom and a cashier at Leletea store from 2015-2019.

I am a hardworking and reliable worker with strong background in operating cash register, communicating with customers.

I am highly organized, proactive and punctual. Operates well within team-oriented environments.

Skills

- Bilingual
- Multitasking
- Problem Solving
- Communication Skill
- Reading comprehension
- Student motivation
- Innovative teaching methods

Experience

- 07/2015 - 03/2017 **Assistant Tutor**
Zhang Li Wei
Hangzhou, Zhengjiang
 - Organized fun, educational activities which allowed students to boost literacy and fluency skills through interactive learning.
 - Built student self-confidence by working through stages of Business and Commerce concepts and using positive reinforcement techniques.
 - Used Jigsaw Method to divide the classroom into several small groups, and allow students to take the lead.
 - Supported the instructor by identifying and addressing specific concerns.
 - Escalated student's concerns to the instructor
- 04/2017 - 07/2018 **China Telecom Customer Service Intern**
Jin Jing
Hangzhou, Zhejiang
 - Cultivated impactful relationships with customers and drove business development by delivering product knowledge.
 - Fielded customer complaints and queries, fast-tracking them for problem resolution.
 - Reviewed account and service histories to identify trends and issues.
- 05/2018 - 08/2019 **Cashier Intern**
Bao Li Chun
Beijing , China
 - Helped customers find specific products, answered questions and offered advice.
 - Resolved issues with cash registers, card scanners and printers.
 - Assisted customers with account updates, new service additions and promotional offers.
 - Learned how to communicate with customers and offer advice with high level of professionalism

Education and Training

- 07/2019 **Bachelor of Arts** in Economics

Burnaby, BC

University of Simon Fraser

Expected in 09/2021

Bachelor of Arts in Interdisciplinary Studies

Vancouver, BC

University of British Columbia

References Upon Request

Hangwei Bao
5687 Gray Ave. Unit 402
Vancouver, BC, V6S 0A9

August 11, 2020

Jason Shoults
Tutor at Huang Long company
Huanglong St
Hangzhou, China, 311400

Dear Jason,

I hope this letter finds you well. I am current applying for a internship at Momentum Energy Inc. I am writing to you to ask for you permission to list you as a reference on my application.

I enjoyed working with you in our last semester's commerce class. I really admire your project planning skills and you were always so kind to answer my questions, and help me to understand some of the most difficult course contents. With your generous help, I learned the trick of project planning and communicate with students more fluently.

Working with you really inspired me to pursue a business career and seek more job opportunities within the field.

I would greatly appreciate your help in this matter. Thank you for your time. I have attached my resume just in case. Feel free to email me at hangweib@gmail.com anytime.

Best Regards,

Hangwei Bao

Hangwei Bao

Hangwei Bao
5687 Gray Ave. Unit 402
Vancouver, BC, V6S 0A9

August 11, 2020

Lin Shuang
Customer service at China Telecom
311 Fuchun Road
Hangzhou, China, 311400

Dear Lin,

I hope you are healthy and doing well during this pandemic. I am currently applying to become a Student Business Consulting Intern at Momentum Energy Inc. I would appreciate being able to put you down as a reference.

I enjoyed working with you in China Telecom and under your supervision, I learned great deal how to address customers' concerns effectively. Observing you answering calls and offer highest level of professionalism and knowledgeable service to every customer taught me the value of fostering strong relationships with the customers and the appropriate way to communicate with the customers.

I would greatly appreciate your help in this matter. Thank you for your time. I have attached my resume just in case. Feel free to email me at hangweib@gmail.com anytime.

Sincerely,

Hangwei Bao

Hangwei Bao

Hangwei Bao
5687 Gray Ave. Unit 402
Vancouver, BC, V6S 0A9

August 11, 2020

Asumi Liu

299 Sanlitun Road,
Beijing, China, 100006

Dear Asumi,

I hope you are well and healthy. I am currently applying to become a Student Business Consulting Intern at Momentum Energy Inc. I would appreciate being able to put you down as a reference.

Working with you in Lele tea as a cashier really enrich my working experience. I was most impressed with your interpersonal skills while working in the store. You are always in order, and never have you overwhelmed by the work load. When answering customers' questions and helping them addressing their issues, you always have a friendly and professional attitude.

I would greatly appreciate your help in this matter. Thank you for your time. I have attached my resume just in case. Feel free to email me at hangweib@gmail.com anytime.

Warmly,

Hangwei Bao

Hangwei Bao