



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

As a hard working student in University of British Columbia, focusing on business consultation.

I am intrigued by the opportunity to become student business consulting intern.

In terms of skills, I take as an advantage to speak two different languages, I have strong communication skills that could explain complex concept in a concise way. As an experienced assistant tutor, I know how to approach to students, and how to communicate with them. I have had multiple job experiences while finishing my degree. I will be graduated from University of British Columbia in 2021. Through years of group work, and my experience in customer service filed as well as my experience of being a cashier, have prepared me to work in small groups. The company's job description fits perfectly with the course I am taking. As a two year economic student and 1 year of interdiscipline study student, I have experience in how to apply the knowledge from one filed to another related field. I have also taken computer science classes before and my average is above 80. I have great experience in Microsft Office and photo edits, and can surely documenting workflow and standard operating procedures.

It's all for those reasons that I think I would benefit for this internship. I am looking forward to a potential interview. You can contact me at 7786839339 or hangweib@gmail.com.

Sincerely,

Hangwei Bao

Hangwei Bao.

Resume

HANGWEI BAO

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

Summary

I am a hardworking student currently enrolled in University of British Columbia. Experienced cashier confident in helping customers with their concerns. A responsible tutor assistant who is motivated to teach students the content, promotes student confidence and academic success through one-to-one support. Strong planning skills to help student's studying schedule. Enthusiastic individual with superior communication skills both in working with customers and in team-based capacities.

Skills

- Language Skills: English and Mandarins
- Activity-based learning
- Test preparation
- Confidence building by interacting with group members
- Learning techniques such as applying the knowledge studied in one discipline and used in another
- Good memory
- Assorting information quickly

Experience

Assistant Tutor | Zhang Li Wei - Hangzhou, Zhejiang | 06/2015 - 09/2020

- Gave early intervention support to students just beginning to struggle with materials.
- Provided test preparation support for routine, standardized and college entrance examinations.
- Helped students with subject knowledge as well as general abilities in learning, studying and retaining information.
- Reinforced classroom learning with additional discussion and specially prepared problems.

Cashier Intern | Bao Li Chun - Beijing, China | 05/2017 - 08/2017

- Assisted with purchases, locating items and signing up for rewards programs.
- Read weekly sales inserts and monitored price changes.
- Processed returned items in accordance with store policy.
- Helped customers find specific products, answered questions and offered advice.
- Observed company return policy when processing refunds, including inspecting merchandise for wear or damage.

China Telecom Customer Service Intern | Jin Jing - Langley, BC | 05/2016 - 09/2016

- Answered incoming calls and offered highest level of professionalism and knowledgeable service to every customer.
- Consulted with customers regarding bill needs, addressing their concerns.
- Escalated customer concerns, store issues and inventory requirements to supervisors.

Education and Training

University of Simon Fraser | Burnaby, BC | 09/2016

Bachelor of Arts: Economics

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Dear

Jaso

n,

Hi

Jaso

n, 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 people more fluently.

I am currently applying to become a Student Business Consulting Intern. I would appreciate being able to put you down as a reference. Studying with you really inspired me to pursue a business career and seek more job opportunities within the field.

Thank you for your time. I have attached my resume just in case you need to have a look. Feel free to email me at anytime.

Sincerely,

Hangwei Bao

Hangwei Bao

Dear Lin,

Hi Lin, I hope you are healthy and doing well during this pandemic. Working with you in Chinese Telecom customer service has been a real great experience. You always calms me down and tries to explain the appropriate way to communicate with customers. You have taught me patient, and how to communicate effectively.

I am currently applying to become a Student Business Consulting Intern. I would appreciate being able to put you down as a reference. Working with you helped me to gain some of the most important skill such as how to remember the detail of products, and how to communicate with customers effectively.

Thank you for your time and consideration. Feel free to contact me by phone or by email:

7786839339; hangweib@gmail.com

Sincerely,

Hangwei Bao

Hangwei Bao

Dear Asumi,

Hi Asumi,

I hope you are well and healthy. Working with you in Lele tea as cashiers really enriches my life experience. You are always in order, and not overwhelmed by the customer flow. When answering customers' questions and helping them address their issues, you have set such a good example for me.

I am currently applying to become a Student Business Consulting Intern. I would appreciate being able to put you down as a reference. I will always remember how you taught me to solve one thing at a time.

Thank you for your time and consideration. Feel free to contact me by phone or by email:

7786839339; hangweib@gmail.com.

Sincerely,

Hangwei Bao

Hangwei Bao

