

HANNAH WAGNER

123-456 Madeup St.
Vancouver, BC, V6F 2B1
Phone: (250) 808 0023
Email: ha.oslund@gmail.com

OBJECTIVE

Obtain a full-time management position at a lively and innovative tech startup.

ORGANIZATIONAL/MANAGEMENT SKILLS

- Creating and posting position advertisements
- Recruiting and releasing staff
- Creating comprehensive training programs for new employees
- Setting clear performance standards
- Conducting employee performance reviews
- Creating strategies for revenue optimization
- Ensuring computers and POS systems are updated and functional
- Payroll
- Inventory and bookkeeping

HUMAN RESOURCES AND COMMUNICATION SKILLS

- Developing initiatives to motivate and empower employees
- Planning events for team building, as well as employee appreciation and enjoyment
- Promoting effective, open and honest communication

TECHNICAL SKILLS

- *Basic Programming:* HTML, Css, Php, Flash.
- *Office and Administrative:* Microsoft Word, Microsoft Excel, Slack (internal communication),

Skype, Asana (internal task management), Google software (task collaboration and sharing), QuickBooks, Salesforce CRM.

- *Graphic and Design*: Adobe Dreamweaver, Adobe Photoshop, Adobe Fireworks and Bridge, Corel Draw. (vector graphics), Wordpress Template Design
- *Social Media*: Twitter, Facebook, LinkedIn, Instagram, Pinterest, Personal Blog, Youtube, Google+

EDUCATION

Okanagan College: Associate of Arts Degree. 2011.

PPE Focus - philosophy, political science, economics

University of British Columbia: B.A. Expected December 2016. Interdisciplinary Studies Major.

EMPLOYMENT

Manager (full-time, 2011- 2013) – Cora Restaurant, Kelowna.

INTERESTS

Painting, tennis, dance, swimming, cycling, RPG and first person games, reading, personal writing and blogging.

REFERENCES

Available upon request.