

Meredith Gillespie

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| Objective | Customer relations representative leading to management |
| Education 2013-2018 | <i>University of British Columbia Vancouver, British Columbia</i> Bachelor of Arts (Human Geography), May 2018 (expected). Current Arts Co-op Student with three Co-op placements completed. |
| Employment 2016 | <i>Downtown New West Business Improvement Association, New Westminster, British Columbia</i> Summer Student Ambassador. Communicated with food truck operators, city staff, and members of the public to organize British Columbia's largest food truck festival. Enhanced digital media skills by creating maps to visualize a proposed boundary expansion. Created engaging blog posts attracting visitors to the Downtown New West throughout the summer. |
| 2015 | <i>Vancouver Police Museum, Vancouver, British Columbia</i> Museum Program Coordinator. Daily written and verbal communications with community centers, media companies and businesses affiliated with the museum improved image of museum and public outreach. Enhanced Microsoft Powerpoint, Word and Excel skills by creating a permanent 'Break and Enter' educational program for the museum. |
| 2014 | <i>Bermuda Underwater Exploration Institute, Hamilton, Bermuda</i> Educational Program Coordinator. Respectful e-mail, phone and in person communication resulted in increased revenue and repeat visitors. Data entry and database management skills were further enhanced by training in the database system 'FileMaker Pro', electronic filing and taking stock. |
| 2014 | <i>Helping Hands Company, London, Ontario</i> Landscape Gardener. Strengthened interpersonal skills through effective communication with customers to address any issues, ensuring customer satisfaction. Improved dependability through being available and flexible in hours required. Learned how to work independently and with employer on certain tasks within the time frame provided. |
| Personal | <i>Special Skills</i> Fluent in English and Intermediate Spanish <i>Activities</i> Executive Member of the Geography Student Association |
| References | Available on request. |