

BEN YELLOWKNIFE

104 – Residence Village, Aperture Park West
Lethbridge, AB
T1K3M4
ben.yellowknife@uleth.ca
(867)-445-4715
Term GPA: 3.88
Cumulative GPA: 3.52

April 7, 2019

Dear Hiring Manager,

My name is Ben and I am currently seeking employment over the summer months. Although I will be enrolled in summer courses, I have created my schedule with employment in mind, allowing me to be flexible throughout the week, evenings, and weekends. I am a dedicated, hardworking, and motivated student with a large reservoir of work experience which allows me to be successful and adaptable in new employment. As a fourth year, double major in History and Education, I have a strong skill set in critical thinking, communication, and attention to detail, making me an excellent worker, always completing every task with upmost effort.

My work past work experience has allowed me to gain a variety of useful skills. For example, my time in the customer service industry gave me plenty of experience working with people – both employees and customers – which, allowed me to enhance my communication skills to ensure that all needs were met. It also provided me with the ability to work in a fast-paced environment and helped me realize the necessity to be flexible at a moment's notice.

Working in the tourism industry at Fred Henne Territorial Park has solidified the need to provide quality and accurate information whenever requested. I am able to draw on both personal and professional experiences to assist customers. While working as the team lead with the grounds team, it provided me with the ability to work well with others, and delegate tasks effectively. I am a team player who enjoys working towards a common goal.

Finally, my work as a Resident Assistant (RA) has allowed me to gain an excellent sense of professionalism. Being a mentor for not only residence students but also the University of Lethbridge has ensured that I have a positive presence in professional and personal interactions every day. Being an RA has also given me the opportunity to be a leader within the housing services and Lethbridge community, giving me the chance to be a strong, positive, and hardworking individual.

Thank you for your consideration for this position. I believe I can be an excellent candidate for employment and look forward to hearing from you. Please do not hesitate to e-mail me at ben.beland@uleth.ca, or call me at (867)-445-4715.

Ben Yellowknife

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Lethbridge, AB

T1K3M4

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Term GPA: 3.83

Cumulative GPA: 3.45

Education and Awards

University of Lethbridge, B.A./B.Ed. History – Expected 2020

- Awarded the Yellowknife R.C.M.P. 2015 Scholarship
- Awarded the Students Union Quality Initiative Scholarship valued at \$1000 for academic excellence (2016, 2017, 2018)
- Maintained a GPA above 3.0+ throughout all semesters
- Awarded the “Committee of the Year Award” with the Organization of Residence Students and Housing Services for my actions of planning large scale events
- Awarded the “Friend of Facilities Award” with the Organization of Residence Students and Housing Services for my actions in preventing damages during facility-related emergencies
- Awarded the Arthur J.E. Child Scholarship valued at \$5,000

Professional Accomplishments

- Completed Mental Health First Aid Training
- Completed Basic First Aid Training
- Completed Workplace Hazard Training
- Completed Pro-Serve Liquor Training with the Alberta Gaming and Liquor Commission
- Selected as a representative of Housing Services to attend the Residence Life Professional Association’s “LEAD” Conference
- Accepted into the University of Lethbridge Faculty of Education
- Elected as an Arts and Science Representative for the University of Lethbridge Student’s Union
- 2018 Winner of the University of Lethbridge Student’s Union Speaker Series

Previous Employment

April 2018 | August 2018, Workers Safety and Compensation Commission, President’s Office Summer Student

Centre Square Mall Business Tower, 5th floor | 5022 49th Street, Yellowknife, NT.

- Strong administrative roles such as sending emails, booking meeting spaces, and confirming attendees for meetings.
- I assisted in planning large scale events with over 300 participants

- Updating and editing quarterly reports, the strategic plan updates, and facilitated the redevelopment of the company wide service standards.

June 2015 | August 2018, Grounds Supervisor

Fred Henne Territorial Park Campground | Highway 3, Yellowknife

- Working in a team, and as the supervisor I delegated daily jobs, provided feedback to the manager on how the ground staff was working as a team, and signed off on completed tasks.
- Maintaining daily cleanliness of the campground through many cleaning tasks to mitigate the risk of wildlife through cleanliness by safely using cleaning products such as bleach and other industrial cleaning materials
- Using different machinery such as a power washer, lawnmower, weed whacker, and different types of motor vehicles

September 2016 | April 2018, Residence Assistant

University of Lethbridge, University Hall | 4401 University Drive West, Lethbridge, AB

- Providing a welcoming community for 50 first year students at the University of Lethbridge
- Planning and executing events for my floor and the entire residence community
- Being on-call for 15-24 hours 3-5 times a month, resolving roommate conflicts, respond to various emergency situations
- Attended weekly professional meetings, and sit on various committees to advocate for residents

November 2014 | June 2015 Copy Associate, Technology Associate

Staples Yellowknife | 314 Old Airport Road Unit 130

- Printing and disposing of confidential papers,
- Working under time constraints for expressed orders
- Working with other staff members as well as individually
- Utilizing different printers, computers and becoming well versed in Microsoft Word and Microsoft Publisher.

April 2014 | October 2014, Waiter

North of 60 Steakhouse and Grill | 312-E Old Airport Road

- Serving customers in professional and friendly manner
- Handling food according to health regulation standards
- Opening and closing duties consisting of cashing out tills and ensuring restaurant is ready for re-opening

October 2012 | April 2014, Take-out/Waiter

Pizza Hut | 312 Old Airport Road

- One on one experiences with customers to ensure all needs were met
- Handling and counting money
- Various cleaning duties to maintain cleanliness

Skills

- Research skills
- Strong inter-personal skills
- Dependable
- Well organized
- Strong communication skills
- Works well alone as well with others
- Able to work under time constraints
- Proficient at Microsoft Word and Office
- Able to delegate tasks
- Strong customer service skills

Volunteer Experience

- Academic Coordinator of The Historical Undergraduate Society at the University of Lethbridge
- Volunteered with Coalbanks Elementary After School Skating Program
- Assisted in the 2016 and 2017 'Fiat Stache' fundraiser for below the belt cancer
- Volunteered with the History Department at the 2017 and 2018 University of Lethbridge Open House
- Volunteer Supervisor for the 2018 Folk on the Rocks Music Festival
- Member of the University of Lethbridge Sexual Violence Support Ambassadors
- An academic tutor for high school social studies students
- President of the Education Undergraduate Society

References available upon request