

Jasmine Mandawe
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SUMMARY OF SKILLS

- Learns quickly and is an attentive listener.
- Ability to complete tasks in a timely and organized manner with great effort.
- Able to multitask while prioritizing and working to produce the best possible results.

EDUCATION

University of Waterloo	Waterloo, Ontario
<i>Student, Bachelor of Global Business and Digital Arts</i>	September 2014 - April 2018
St. Brother Andre Catholic High School	Markham, Ontario
<i>Ontario Secondary School Diploma, Honours</i>	September 2010 - July 2014

CERTIFICATION

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| • CPR certified through Act First Safety | September 2012 - September 2015 |
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EXPERIENCE

UW Food Services	Waterloo, Ontario
<i>Caterer</i>	October 2015 - Present

- Responsible serving food to students at the residence of Village 1.
- Frequently switch from four food stations to serve students.

Play Ball	Stouffville, Ontario
<i>Soccer Coach</i>	May 2015 – August 2015

- Teach young children the basic techniques of playing soccer.
- Demonstrate high levels of enthusiasm in a friendly environment.

St. George Banquet Hall	Markham, Ontario
<i>Server</i>	April 2014 - August 2014

- Assisted cooks with preparation of food and serving it to the guests.
- Brought food and drinks out to guests at each assigned table.
- Learned how to work in a fast pace environment while multitasking.

Fickle Pickle	Stouffville, Ontario
<i>Hostess/Busgirl</i>	September 2013 - June 2014

- Responsible for greeting customers and bringing them to their seats.
- Demonstrated high levels of efficiency, initiative, and enthusiasm.

Remax	Stouffville, Ontario
<i>Assistant/Graphic Designer</i>	September 2013 - April 2014

- Accountable for answering phones calls and booking appointments.
- Took initiative by re-designing paperwork headers and business cards when needed.

Ampluso International	Toronto, Ontario
<i>Web Designer</i>	November 2013 - February 2014

- Designed and created a website for the company, Ampluso International, for their homes in Belize.
- Learned how to manage time well by meeting the deadlines.

Sew Be It Studio	Toronto, Ontario
<i>Assistant Instructor/Sales Associate</i>	July 2013 - August 2013

- Responsible for helping instructor teach kids how to sew and assisting customers with their needs in the sales section of the studio.
- Gained strong social skills through meeting new kids and customer's everyday.
- Took initiative and assisted in various tasks outside of job description.

VOLUNTEER EXPERIENCE

Champion Life Centre

Toronto, Ontario

Volunteer

January 2008 - Present

- Assist in preparation for church events such as after service dinners, Easter/Christmas presentations, etc.

Marketing Club

Markham, Ontario

Cofounder

September 2013 - June 2014

- Founded a club to organize various school marketing projects.
- Gained crucial knowledge on organizational skills and working with a team.

The Enhancement Club

Markham, Ontario

Cofounder/Vice President

September 2013 - June 2014

- Founded a club to improve the schools environmental problems through new initiatives and internal controls.
- Hosted events to help spread awareness of issues throughout the school.

We Day

Toronto, Ontario

Crowd Pumper/Honoured Guest Registration

September 2012 & September 2013

- Required to maintain high energy and positive attitude for more than 10 hours, with minimal breaks.
- Helped manage the flow of more than three hundred Honoured Guests coming into the venue and providing them with their seating information.

HOBBIES AND INTERESTS

Snowboarding, Yoga, Kickboxing, and Gymnastics

Travelling, Art, Fashion, Music, and Health and Wellness

References Upon Request