

the resume of

HELAINEE KEE

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EDUCATION

Carleton University
Ottawa, ON

2008 - Present

Bachelor of Journalism with a minor in political science
Graduation Date: June 2012

WORK EXPERIENCE

**Ethical Solutions Providers
and Gowlings LLP**
Ottawa, ON

2011 Summer - Present | *Product Service Representative*

- > Worked contractually for the law firm Gowlings Lafleur Henderson.
- > Performed photocopying, scanning, and faxing services.
- > Sorted and delivered mail as well as provide courier services.
- > Reception duties, answered phones, booked board meetings.

Camp MooChee BooChee
Mississauga, ON

2008 Summer | *Assistant Camp Director*

- > Responsible for the registration and administrative duties of the camp.
- > Distributing and designing promotional materials for the day camp.
- > Worked directly with parents, campers, counselors and the camp director.

VOLUNTEERING

Ottawa Chinese Bible Church
Ottawa, ON

2010 - Present | *Youth Counselor*

- > Plan and create programs for high school youth on a weekly basis.

Campus for Christ
Ottawa, ON

2009 - 2010 | *Weekly Meeting Coordinator*

- > Plan weekly get togethers for over 40 university students.
- > Events varied from photo scavenger hunts to guest speakers to university wide events.

SKILLS SUMMARY

Technical Skills

- > Proficient in both Mac OSX and Windows Platforms.
- > Proficient in office software: Word, Powerpoint, Publisher, Excel.
- > Knowledge of design software: Adobe Photoshop, Lightroom, InDesign Illustrator, and basic knowledge of Flash.
- > Knowledge of video software: Final Cut Pro, Premiere Pro, and Avid Newscutter.
- > Extensive knowledge of professional DSLR Cameras and HD Camcorder systems.
- > Knowledge of content management systems.
- > Extensive knowledge of social media platforms: Twitter, Facebook, LinkedIn, Youtube.
- > Can type 100 wpm.

General Skills

- > Fast learner.
- > Excellent oral and written communication skills.
- > Excellent problem solving abilities.
- > Effective team member and strong leadership capabilities.
- > Basic French and Cantonese speaking skills.

REFERENCES

Available upon request