

## CONTACT

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May 17, 2019

Red Seal Recruiting Solutions

612 Boleskine Rd, Victoria, BC V8Z 1E8

To Whom It May Concern,

Please accept this letter and resume for consideration of the Summer Web Content Creator position through Red Seal Recruiting Solutions. Upon viewing your posting I was immediately drawn to the opportunity to work in a creative communications role that would utilize my experience with the visual arts. This position would be an incredible opportunity for me to demonstrate how I can contribute to your team.

Throughout my academic career I have developed strong computer literacy including the use of the MS Office Suite and Adobe Suite for photo and video editing. As a student I have learned to work independently within tight deadlines, developing excellent time management and organizational skills. I have also undertaken two original research projects which have encouraged me to develop superior writing, editing, and communication skills to complement my highly developed research skills.

Over five years working in the service industry in customer focused roles has allowed me to engage with a diverse community and apply my solid work ethic to various tasks. My most recent position as Communications Intern for the Land Conservancy of BC allowed me to grow my experience with communications using multiple social media platforms including Twitter, Instagram, and Facebook. In addition to maintaining the social media accounts, I was responsible for writing web content using the organization's Wordpress blog. This position was also an opportunity for me to apply my love for photography and film in various contexts.

I look forward to expanding my practical knowledge base through the Summer Web Content Creator position and I am confident that I can bring a unique set of abilities and perspectives to the organization. I look forward to an opportunity to meet with you to discuss how I can best contribute to this work.

Sincerely,

Rae Costain

Enclosed.

## SUMMARY

Fourth year Bachelor of Arts student, majoring in Anthropology and minoring in Environmental Studies. Seeking a full-time summer position.

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## SKILLS

**RESEARCH:** Library, Internet, Archival

### TECHNICAL SKILLS:

MS Office Suite,  
Google Earth Software,  
Mapping Software,  
Adobe Creative Suite,  
WordPress

### MANAGERIAL:

Conflict Resolution,  
Training, Leadership,  
Organization and  
Scheduling

### PRESENTATION SKILLS:

Individual and Group

### HOSPITALITY:

Cash Management,  
Customer Service

### SOFT SKILLS:

Time management,  
Autonomy and Initiative,  
Problem Solving, Verbal and  
Written Communication

**PHOTOGRAPHY:** Digital,

Photo Editing,  
Photo Analysis,  
Photo Archiving

## EDUCATION

University of Victoria

Bachelor of Arts Major: Anthropology, Minor: Environmental  
Studies 2020

Mount Royal University

Bachelor of Arts Major: Anthropology 2015

Transferred to UVic in January 2017

## PROJECTS

Jamie Cassels Undergraduate Research

Current

Primary research project conducted under the supervision of Dr.  
Andrea Walsh at UVic.

Photographic Research Project

Jan. 2018 to Apr. 2018

Original research project using the photographic records in the  
Royal BC Archives. Conducted under the supervision of Dr. Andrea  
Walsh at UVic.

## EMPLOYMENT

The Land Conservancy of BC

Victoria, BC

Communications Intern

May 2018 to Aug. 2018

-Managed social media accounts and blog, including daily updates,  
announcements, and interest posts

-Photographed volunteer events in the field

-Edited photographs and articles for the organization's newsletter  
and performed basic clerical duties

-Communicated with volunteers and staff to ensure positive  
experiences at company events

-Represented the organization to the public and maintained image  
and confidentiality

## EMPLOYMENT

Romeos Restaurant

Hostess

Victoria, BC

July 2017 to May 2018

- Greeted guests, assigned tables, and managed team workflow and significant guest queues during busy hours
- Scheduled reservations and planned seating arrangements for lunch and dinner service
- Performed administrative and secretarial duties, including managing a reservation list and scheduling large company events
- Coordinated servers and kitchen staff to provide excellent customer service
- Managed cash deposit activities, including counting cash, cashing out servers, recording daily sales, and balancing the end of day numbers

Hillside Coffee and Tea

Barista

Victoria, BC

June 2017 to Sept. 2017

- Oversaw team members and developed best practices to balance workload during peak hours, reducing hourly burden per employee
- Maintained a strong understanding of company values and customer needs, responding quickly to complex requests in a fast-paced environment
- Prepared and served custom drinks and food in accordance with health codes and café standards
- Handled cash transactions and balanced the cash register at end of shift

The Purple Perk

Barista

Calgary, AB

Aug. 2016 to Jan. 2017

- Prepared and served custom drinks and food in accordance with health codes and café standards
- Maintained café cleanliness at all times, including cleaning tables, maintaining condiment bar, and removing trash
- Worked on registers daily to authorize transactions, returns and exchanges, and audit receipts

Bell's Bookstore Café

Barista and Baker

Calgary, AB

Sept. 2014 to Aug. 2016

- Prepared and served custom drinks and food in accordance with health codes and café standards
- Maintained café cleanliness at all times, including cleaning tables, maintaining condiment bar, and removing trash
- Worked on registers daily to authorize transactions, returns and exchanges, and audit receipts

## AWARDS

University of Victoria · President's Scholarship

Sept. 2018

Awarded to academically outstanding third and fourth year students.

University of Victoria · University of Victoria Transfer Scholarship

Jan. 2017

Awarded to academically outstanding new students who have applied for admission with the University Transfer program.

Mount Royal University in conjunction with Alberta Student Aid · Jason Lang Scholarship

Jan. 2016

Awarded to Alberta post-secondary students who display outstanding academic achievement and are continuing into their second, third or fourth year of post-secondary studies.