

Elizabeth Doctor

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PROFILE

Creative and self-motivated entrepreneur seeking a position working with the public. Looking for international experience during a Working Holiday in New Zealand. Adapts quickly to new environments and enjoys challenging responsibilities.

EXPERIENCE

Owner, Studio Ceiba, Rang-St-Georges, NB **2006-2009**

Owned and operated a small graphic design studio. Work includes a variety of graphic design projects and some small web site development. Visit www.studioceiba.com for a sample portfolio.

Front Desk Clerk, Le Château, Bathurst, NB **2005**

Handled client reservations, check in/out, occasional room-service and provided information about hotel services and facilities to customers.

Associate, HomeSense, Edmonton, AB **2004**

Worked as a cashier and customer service. Handled customer transactions, exchanges, returns, and store clean-up at closing.

Personal Support Worker, Samtak Co-op, Swan River, MB **2004**

Organized daily activities for three mentally and physically disabled adults living in a group home. Helped with home care, and meal preparation.

Pro Shop Staff, Swan River Golf and Country Club, Swan River, MB **2004**

Responsible for booking client reservations, sales for golf shop, bar-tending, waitressing and cooking for a small club house restaurant, night auditor, and janitorial work.

Assistant Activities Coordinator, Bathurst Youth Center, Bathurst, NB **2001-2002**

Worked with a group organizing youth activities during the summer, fundraisers, security during weekend dances, and cashier for a small canteen.

EDUCATION

NBCC Miramichi, NB

Animation and Graphic Technology Diploma

2001-2003

St-John Ambulance & WHSCC of New Brunswick

First Aid and Workplace Safety Workshop

2002

Tourism Industry Association of New Brunswick

Hospitality and Tourism certificate

2000

SKILLS

- Bilingual in English and French.
- Proficient computer skills with Windows and Mac operating systems.
- International Driver's License.
- Animation in both 2D and 3D.
- Childcare from ages 0 to 16.
- Good with animals and used to farm work.