

Jane Austen

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Education

Sep 2007 – present

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David Thompson Secondary School
Vancouver, BC

- Courses relevant to Career Prep: Accounting 11 & 12, Marketing 11 & 12, Business Computer Applications 11, Entrepreneurship 12
- Extracurricular activities include: Service Club, Peer Tutor

Sep 2002 – Aug 2013

Vancouver Academy of Music
Vancouver, BC

- Viola program under the instruction of Ms. Roland

Volunteer Experience

Oct 2008 – present

Volunteer Assistant
Mayflower Seniors' Residence
Burnaby, BC

- Read to different residents (1 hour every week)

Work Experience

Jul 2009 – Aug 2009

Cashier/Customer Service
Tim Horton's Restaurants
Richmond, BC

- Provided fast and friendly service to all customers
- Maintained clean and orderly work area at all times

Awards and Achievements

- David Thompson Secondary, Principal's List, 2007, 2008
- Provincial Champions, Junior Girls' Soccer Team, 2009

Skills

- Fluent in Spanish, Cantonese and French (oral and written)
- Proficient in Word, Excel and PowerPoint
- Typing speed: 80 w.p.m.

References

- Available upon request.