18 Eighth Street, Toronto, ON

(416) 252-8205

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 **Claire Nolan**

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| Objective | I am an enthusiastic, hard-working university graduate with excellent public relations experience, seeking a teaching position abroad to expand and build upon my skills toward a future career goal in international education and relations. |
| Professional Skills | * Extremely familiar with Microsoft Word, Outlook Express and Excel
* Excellent typing and documentation skills
* Possess the ability to work effectively under pressure and to prioritize tasks efficiently
* Able to take initiative and work independently, and also work successfully with a team
* Extensive experience with cash management, creative problem solving and public relations
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| Education2000 - 2005 | **York University*** Obtained Bachelor of Arts Degree in Sociology
* Received entrance scholarship for overall OAC average of 85%
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| Professional ExperienceSept 2006 -Feb 2008 | The Performance Health Centre Toronto, ON*Office Manager** Was responsible for general clerical duties, maintaining patient relations, office accounts
* Implemented more efficient filing system in office
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| June 2005 –Sept 2006 | Fisher Heights Chiropractic Clinic  Ottawa, ON*Receptionist/ Marketing Assistant** Scheduling appointments for patients and performing general clerical duties
* Marketed clinic’s services at trade shows and health fairs
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| Sept 2004 –Sept 2006 | Canal Ritz Restaurant Ottawa,ON *Server* * Served food and beverages to patrons while maintaining the highest level of professionalism
* Assisted in the coordination and set-up of various events
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| Oct 2001 - Sept 2006 | **Sears Canada** Toronto, ON*Sales Associate** Assisted customers on sales floor with merchandise
* Maintained organization of department and product displays
* Participated in various fundraising events
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|  | *References Available Upon Request* |