

Jana Kozinski

Vancouver, BC | 604.555.1234 | student.email@ubc.ca | linkedin/in/janakozinski

OBJECTIVE

To gain a position as Marketing & Promotions Coordinator at the Vancouver Aquarium.

SKILLS PROFILE

- Previous experience in event planning, promotions and sponsorship
- Leadership skills developed through extensive campus and community involvement
- Demonstrated interest in environmental conservation and sustainability
- Confident public speaker and presenter to a group size of 50-100 people
- Experience in recruiting, training and leading a project team
- Proficient in Publisher, Microsoft Office Suite and Adobe InDesign

EDUCATION

Bachelor of Arts, Psychology

Graduated: May 2016

University of British Columbia (UBC) | Vancouver, BC

Relevant Coursework: Technical Writing, The Ocean Ecosystem, and Social and Nonprofit Marketing

RELATED EXPERIENCE

Sponsorship Director (Volunteer)

Academic Year: 2015-2016

UBC Recreation | Vancouver, BC

- Managed the sponsor network for UBC Recreation, Canada's top recreational program provider
- Provided consistent sponsor relations by recruiting, training and leading a staff of three volunteers
- Successfully secured sponsorship for all major events by contacting potential sponsors in a professional manner via email, cold calling and in-person visits

Power Smart Representative

June – August 2015

BC Hydro | Burnaby, BC

- Increased public awareness about energy-saving alternatives by educating public about BC Hydro initiatives and sharing conservation best practices
- Delivered effective presentations to groups of up to 100 people at community and retail events
- Built relationships with media representatives and community stakeholders to increase Power Smart campaign profile
- Managed logistical planning for promotional outreach tour to communities across BC, including scheduling, budgets, transportation and accommodation for a team of 20 staff

ADDITIONAL EXPERIENCE

Server

2014 – Present

Wagishi Japanese Restaurant | Vancouver, BC

- Maintain excellent customer service standards while creating a welcoming atmosphere
- Assist customers with menu selection and advise them of current specials and details regarding meal preparation and ingredients
- Work efficiently under pressure in a fast-paced environment

Student Orientation Leader (Volunteer)

Academic Year: 2014-2015

University of British Columbia | Vancouver, BC

- Assisted with the organization of Imagine Day for new to UBC students, and welcomed students by conducting friendly and informative tours
- Promoted events and provided continued support for new students through regular contact via check-in meetings, email and phone
- Introduced students to relevant campus resources and opportunities to support their transition and to enhance their overall student experience

Games Attendant

July – September 2013

Playland at the PNE | Vancouver, BC

- Attracted guests to balloon dart game by interacting with the crowd
- Maintained a clean and attractive game area
- Created a fun, positive and interactive experience for players

COMMUNITY INVOLVEMENT

Burnaby Lake Nest Box Program

2015

Installed, cleaned and repaired nest boxes for the bird population of Burnaby Lake

The Great Canadian Shoreline Clean-Up

2014

Volunteered to collect garbage from coastal shoreline

Second Street School Summer Day Camp

2013

Supervised and organized activities for elementary school students including field trips, sports and arts

INTERESTS

Volleyball, ultimate frisbee, photography, and travel to seven different countries