

CAITLIN ROSS

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Vankleek Hill, Ontario, K0B 1R0
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EDUCATION

Sommelier Fundamentals
Algonquin College, Ottawa, Ontario
2013-2014, Incomplete

- 6 course program, 2 courses left

Computer Science (BCS), Software and Computing Stream (Honours), Co-op Option
Carleton University, Ottawa, Ontario
2007-2009, Incomplete

- Multiple scholarships, including entrance scholarships
- Dean's Honour List 2007-2008

Ontario Secondary School Diploma
Gloucester High School, Ottawa, Ontario
2003-2007

- Multiple departmental certificates
- Graduated as an Ontario Scholar (80% average or higher)

SKILLS AND ABILITIES

Communication Skills

- Acted as the first point of contact for The Grand Barn in order to give visitors a comfortable experience
- Created multiple profiles for modeling portfolio in order to reach as many potential clients as possible
- Fluent in English with some knowledge of French

Leadership Skills

- Effectively mentored peers throughout my computer programming and mathematics courses, both in secondary and post-secondary, enabling them to achieve higher grades
- Worked as a self-employed model, developing own business

Technical Skills

- Adept at Microsoft Office, Open Office
- Programming background allows for easy learning of new technical environments
- Created and maintained a simple inventory database for The Grand Barn using InFlow Inventory

EXPERIENCE

Treasurer on the Board of Directors July 2016-Present

Business and Merchant Association, Vankleek Hill, Ontario

- Learned processes for Directors' Meetings for corporations
- Maintaining accounts using open-source software GnuCash

Campground Assistant May 2015-October 2015

The Grand Barn, Vankleek Hill, Ontario

- Managed a campground with little direction or supervision
- Acted as the first point of contact when visitors had questions or concerns
- Created a basic but user-friendly inventory system to keep track of visitors

Wine Merchant Nov 2012-April 2013

Wine Rack, Ottawa, Ontario

- Frequently worked independently to serve customers and perform tasks required to keep store running smoothly
- Learned ordering system for stocking to suit the needs of my location

Freelance Model Jan 2009-Nov 2014

Self-employed, Ottawa, Ontario

- Learned sales techniques through successful self-promotion in a competitive industry
- Established a reputation for professionalism by being punctual and prepared for all shoots

Undergraduate Summer Research Internship May 2008-August 2008

Carleton University, Ottawa, Ontario

- Effectively planned out my assigned section of the program, creating a framework for use by any and all developers working on the project

Associate June 2006-October 2006

Michael's Arts and Crafts Inc, Ottawa, Ontario

- Learned the retail environment through stocking shelves and aiding customers
- Multitasked by switching between stocking and working backup on cash

Junior Production Assistant July 2005-August 2005

ImageTree Inc, Ottawa, Ontario

- Learned strong oral communication skills through answering calls from clients and partners
- Developed rigorous organizational habits from arranging the tape media library and creating an index for said library