

# CAITLIN ROSS

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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
- Currently working towards starting a microgreen business with other young entrepreneurs

### 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
- Currently exploring popular accounting software Sage 50

### **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
- Developed broad product knowledge through both the samples given by the company and self-initiated research

### **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