

JANE GUILD

3080 MICHELSON ROAD • SOOKE BC • VOS 1N0 • PHONE 250 642-5827
email@janeguild.com

SKILLS & ABILITIES

- Exceptional computer skills
- Extensive web-based research for professional and personal use
- Proven interpersonal communication and customer service
- High attention to detail

I am a detail-oriented and experienced team player with more than 10 years experience. I have highly developed skills involving confidentiality, excellent interaction with clients, and the ability to multi-task in a busy work environment. I am able to work independently or to follow directions accurately when provided. I have trained new employees, as well as created and maintained procedure manuals and software guides. I am proficient with computers, ranging from hardware and software troubleshooting to the use of many Windows and Office applications. I am a quick learner, with the ability to prioritize and delegate tasks.

EXPERIENCE

Mutual Fund Broker Assistant

1997–Present: Retirement Management Services

- Ensure financial transactions are executed according to digital and manual orders;
- Screen and train new employees, write and maintain procedure manuals;
- Organize major projects.

Editor

2006–Present: American Primrose Society quarterly magazine Primroses

- Layout 40 page international journal;
- Work with Committees to plan upcoming issues;
- Manage proofreading, printing, and distribution deadlines.

Bonspiel Coordinator

2005–Present: Juan de Fuca Junior Curling Club

- Contact other clubs to arrange three inter-league bonspiels per season;
- Distribute paperwork and receive completed slips and payment back;
- Organize special events, including catering, special activities, and supplies.

Chess Club Coordinator

2005–2007: École Poirier Elementary

- Supervise up to 50 children once a week for 8 weeks of after-school chess club;
- Prepare activities such as alternate rules/boards and year-end tournament;
- Taught or refined chess skills both personally and through peer mentoring.

COMPUTER LITERACY

Skills

- Extensive use of web-based research tools;
- Hardware and software troubleshooting;
- Training and writing manuals for new software users;
- HTML programming;
- Ongoing self-education in computer applications.

Programs

- Microsoft Office Suite 2003 (including Word, Excel, PowerPoint, Outlook and Publisher)
- Adobe Photoshop 7.0 and CS2, InDesign;
- Independent graphic design programs such as Artweaver, Dogwaffle and Gimp;
- Virus and spybot utilities, media players, ftp clients and digital scanning software.

EDUCATION

- 1991-1994 University of Victoria;
- 1991 Graduated High School with Honors.

References available on request.