

Resume Results: this resume won the client 5 interviews in just over 2 weeks.

Agnes Smith

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Profile

Highly motivated multilingual graduate offers strong interpersonal and communications skills combined with experience organizing and assisting international public relations and diplomatic events.

Work Experience

University of British Columbia Fisheries Centre, Vancouver, BC
Aquatic Ecosystems Research Laboratory November 2008 – December 2008

Translator, *Sea Around Us* Project

Unearthed and recorded information on illegal fisheries catches in the Baltic Sea from 1950 to present by searching Lexis-Nexis, other databases and Lithuanian newspapers and magazines.

Embassy of the Republic of Lithuania Athens, Greece
Intern, Cultural Affairs May 2008 – July 2008

Organized and ran From the Country of the Rain – *modern painting exhibition designed to increase Greek awareness of Lithuanian art and artists.*

Selected and negotiated with major Athenian art gallery and caterer, ordered ancillary supplies including alcohol. Mailed invitations to guest list and monitored RSVP's. Arranged transportation and accommodation for selected artists. Worked with key artist to create optimal display setting for works. Acted as hostess for exhibition.

- Commended by Ambassador for job “well done”.

Parexel International Vilnius, Lithuania
Intern August 2005

Helped organize regional training seminars for Eastern, Central European, Baltic and Scandinavian representatives for regional office of international pharmaceutical company.

Acted as organizer and guide for incoming sales staff, resolved any accommodation problems.

Embassy of the Republic of Lithuania Beijing, China
Intern, Commerce Sector May 2005 – July 2005

Helped organize business missions in Beijing, Guangzhou, and Hong Kong for Lithuanian Chambers of Commerce, Industry and Crafts and Lithuanian Textile organization.

Assisted Lithuanian business/parliamentary delegation develop more active relationship with selected Chinese firms. Responsible for meeting and transporting delegates, photocopying presentations and preparing PowerPoint for meetings, and sightseeing tour set up. Mission resulted in Lithuanian chocolates now imported to China and Chinese beer imported to Lithuania.

Education & Professional Development

University of British Columbia Vancouver, BC
Bachelor of Arts, major: Art History, minor: English Lit. (Degree to be conferred) May 2009

Tecnológico de Monterrey Monterrey, Nuevo León, Mexico
UBC Go Global Exchange Participant August 2007 – December 2007
Exchange Program in leading Mexican University requiring 75% academic average for admission.

Beijing BISS International School Beijing, China
International Baccalaureate Certificate (High School Equivalent) 2001 – 2004

Relevant Extracurricular Activities

BISS International School, Theatre Arts Program, Drama Studio Beijing, China
Actress 2001 – 2004

- Acted in various productions including performing in lead and second lead roles.

BISS International School Beijing, China
English Outreach Project member September 2003 – July 2004
Taught English in Chinese Public School, grades 7 & 8.

Languages

English and Lithuanian – fluent
Russian – spoken fluent, written intermediate
Spanish – beginner

Computer Skills

High intermediate user of Microsoft Office.