

Simran Brar

Employment Objective: To gain more valuable experience in a dynamic and welcoming while actively building and sustaining new connections, learning more in depth regarding the field and enhancing my professional skill set through the Mentorship Program.

Education:

- High School Diploma
- Currently enrolled in the Bachelor of Science Program at the University of British Columbia

Attributes and Skills:

- Excellent communication skills
- Can proficiently use social media and microsoft systems

Certificates and Awards

- PACURH (Pacific Affiliate of College & University Residence Halls) - Top 10 Presentation
- Universities Model Parliament Society Best New Member Award 2014
- BC Provincial Scholarship 2014
- 'A' Honor Roll Student 2010-2014

Work Experience:

- **Secretary Assistant at Bombay Banquet Hall:** Seasonal started in 2012
 - Dealt tactfully and respectfully with clients, assisted with organizing records and events booked
- **Recreational Assistant at Czorny Alzheimer Centre:** Dec 2012- Jan 2013
 - Worked with the recreational director to implement and organize engaging events for alzheimer patients in a timely manner

Volunteer Experience:

- **Board of Directors of the Newton- North Delta Conservative Party EDA:** Sept 2012- Nov 2013
 - Fundraised and helped increased party membership by optimizing communication with voters through special events, door-knocking and assisting with volunteer phone calls
- **Science Orientation Leader** March 2015- *present*
 - Assisting with organization and delivery of UBC official orientation Imagine day for incoming students

- Maintain proper communication throughout the planning process to ensure successful program delivery
- **Place Vanier Residence Association (PVRA): Vice-President** April 2015- April 2016
 - Supervises and directs PVRA council meetings and activities in the absence of the President, takes minutes at meetings, directs social media, maintains liaisons between PVRA and external organizations.
- **Alpha Phi Omega- UBC: Vice President Membership** June 2015- November 2015
 - Founded this leadership based service organization with four. Develop and work on implement recruitment strategies. Helped increase club size from 5 initial members to over 70. Plan fall recruitment events, member education lessons, and direct new member education meetings and activities.
- **Science Undergraduate Society: Corporate Relations** June 2015- April 2016
 - Develops, expands and maintains existing partnerships between SUS and other corporations. Also, support large sponsorship projects such as Science RXN 2015 & chair the SUS: UBC 100th Anniversary Event
- **AMS Student Administrative Commission(SAC): Student at Large** June 2015- March 2016
 - Helped regulating all bookings and functions in the Student Union Building (SUB), including the Alma Mater Society (AMS) Art Gallery. Overseeing internal AMS groups & acting as the official liaison between the AMS and more than 350 AMS clubs.
- **Orchard Commons Residence Association (OCRA): Vice-President** April 2016 - Present
 - Organized executive socials, organized the logistics and training for all of the branch representatives. Conducting Sustainability and Sports Representative hiring, as well as OCRA elections, assisted with the creation of the constitution and planning of PACURH week
- **AMS Governance Committee: Vice Chair** October 2016 to Present
 - Record and send minutes to council, review and create terms of reference, actively work to renew and address concerns in bylaws and code

References Available Upon Request.