18 Eighth Street, Toronto, ON

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**Claire Nolan**

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| Objective | I am an enthusiastic, hard-working university graduate with excellent public relations experience, seeking a teaching position abroad to expand and build upon my skills toward a future career goal in international education and relations. |
| Professional Skills | * Extremely familiar with Microsoft Word, Outlook Express and Excel * Excellent typing and documentation skills * Possess the ability to work effectively under pressure and to prioritize tasks efficiently * Able to take initiative and work independently, and also work successfully with a team * Extensive experience with cash management, creative problem solving and public relations |
| Education  2000 - 2005 | **York University**   * Obtained Bachelor of Arts Degree in Sociology * Received entrance scholarship for overall OAC average of 85% |
| Professional Experience  Sept 2006 -Feb 2008 | The Performance Health Centre Toronto, ON  *Office Manager*   * Was responsible for general clerical duties, maintaining patient relations, office accounts * Implemented more efficient filing system in office |
| June 2005 –Sept 2006 | Fisher Heights Chiropractic Clinic  Ottawa, ON  *Receptionist/ Marketing Assistant*   * Scheduling appointments for patients and performing general clerical duties * Marketed clinic’s services at trade shows and health fairs |
| Sept 2004 –Sept 2006 | Canal Ritz Restaurant Ottawa,ON *Server*   * Served food and beverages to patrons while maintaining the highest level of professionalism * Assisted in the coordination and set-up of various events |
| Oct 2001 - Sept 2006 | **Sears Canada** Toronto, ON  *Sales Associate*   * Assisted customers on sales floor with merchandise * Maintained organization of department and product displays * Participated in various fundraising events |
|  | *References Available Upon Request* |