



# Jasreet Dhaliwal

## Contact

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### Email

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### Address

Surrey, BC

## References

Gurminder Kaur Malik  
Khalsa Secondary School  
Principle  
+604-123-4567

Jefferey Lawrence  
Shoppers Drug Mart  
Pharmacy Manager  
+250-123-4567

## Language

English

Punjabi

## Highlights of Abilities

- Currently in final year at Thompson Rivers University in **Bachelor of Arts** program, majoring in Communication
- Currently **applying to law schools** to pursue a legal career, I bring strong analytical skills, effective communication, team collaboration, community engagement, attention to detail, and leadership abilities
- Demonstrated **exceptional customer service skills** through owning a small business, working as a pharmacy assistant and volunteer work
- Fluent in **English and Punjabi** (completed Grade 12 in Khalsa Secondary school)
- **Passion** for organizing fundraisers and giving back to the community

## Education

**Thompson Rivers University**  
**Bachelor of Arts**  
**Kamloops, BC**  
**2019-present**

### *Relevant Courses:*

- Research Methods in Communication (A-)
- Intercultural and Cross-Cultural Communication (A)
- Online Journalism (A-)
- Emphathic Design (A)
- Digital Communities (A)

### *Relevant Projects:*

- Organized a fundraiser and donated all funds to UNICEF through TRUunicef club
- Started a small business during COVID-19 which helps me be involved in the community

# Skills

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## ○ **Compassionate**

prioritizes community development which shows compassionate ability, evident in the planned philanthropic events. On Valentine's Day, distributed roses at a senior home, on Mother's day visited Peace Arch Hospital to appreciate hard-working nurses by giving out flowers and went to the women's shelters in Kamloops to serve coffee

## ○ **Leadership**

has showcased leadership by organizing the Akal Interfaith Symposium in 2018 and raising over \$500.00 for UNICEF with TRUUNICEF. Selected as one of the top 50 young girls across British Columbia for the Learn to Lead Minerva program; lead the basketball team in provincials, served on the student council throughout high school, managing a small business and doing seva (selfless service)

## ○ **Resilient**

working at a Pharmacy is a fast-paced environment which has helped with time management skills to handle multiple tasks efficiently

## ○ **Strategic**

running Little Things by Noor & Jas involves strategic thinking to attract customers, manage resources such as social media pages, and ensure long-term success

# Work Experience

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**Florist/Owner**  
**Little Things by Noor & Jas**  
**Surrey, BC**  
**2020-present**

- Designing floral arrangements for various events such as weddings, birthdays, and events
  - Handling administrative tasks such as bookkeeping, invoicing and record keeping
  - Marketing and promoting the business through social media, advertising, and networking
  - Providing excellent customer service, including consulting with clients to understand their needs and preference
  - Overseeing deliveries and coordinating with other vendors for events
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**Pharmacy Assistant**  
**Shoppers Drug Mart**  
**Kamloops, BC**  
**2022-present**

- **Attention to Detail:** requires a high level of accuracy and attention to detail, which are crucial skills in legal profession
- **Communication Skills:** working alongside with pharmacists, healthcare professionals, and customers has honed my communication skills
- **Ethical Considerations:** involves handling sensitive information and making ethical decisions
- **Problem-Solving Abilities:** able to handle complex situations and able to problem solve challenges
- **Time Management:** requires to multitask and manage time efficiently

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**Women's Basketball Team Manager**  
**Thompson Rivers University**  
**Kamloops, BC**  
**2019-2022**

- **Leadership and Teamwork:** managing a basketball team involved leadership, coordination, and teamwork
  - **Networking and Relationship Building:** build relationship with coaches, staffs and players
  - **Organizational Skills:** handled logistics, schedules and event planning
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