

Sasha Michael

Winnipeg, MB

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204-286-5431

Profile

Highly organized and detail-oriented first year university student with extensive volunteer and committee experience. Superior communication and interpersonal skills gained through liaising with both students and school administrators and teachers both verbally and in written form. Highly proficient technical skills in Microsoft Office and creative software such as Canva and Adobe with the ability to multi-task diverse projects simultaneously.

Education

University 1

September 2024- Present

University of Manitoba, Winnipeg, MB

High School Diploma

June 2024

Fort Richmond Collegiate, Winnipeg, MB

Honor Roll June 2021- June 2024

Relevant Skills

Technical/ Computer

- Utilized Microsoft Office Suite including Outlook, PowerPoint and Word for various school related tasks including emailing teachers, taking notes and completing class assignments and projects

Time Management

- Used a planner to effectively manage time and balance extracurricular activities, hobbies and schoolwork while maintaining high academic performance

Interpersonal/Communication

- Communicated with school principals and administrators to discuss student council plans and budgets
- Collaborated with the student body group to plan various school events and programs throughout the academic year to promote student wellness and engagement

Memberships and Committees

Student Body Secretary

September 2022- June 2024

Fort Richmond Collegiate, Winnipeg, MB

- Worked with the student council group to plan various school events to promote student engagement and wellness
- Maintained an organized written record of committee meetings by taking minutes to ensure the accurate transcription of verbal discussions and decisions

Yearbook Student Editor

September 2021- June 2023

Fort Richmond Collegiate, Winnipeg, MB

- Collaborated with committee members to create the high school yearbook and edited writeups to ensure the accurate presentation of information

Certificates

First Aid and CPR

February 2023

St. Johns Ambulance, Winnipeg, MB

Lifeguard Certification

June 2021

Canadian Red Cross, Winnipeg, MB

Awards

- **Entrance Scholarship**, University of Manitoba 2024
- **Honour Roll**, Fort Richmond Collegiate 2021-2024

Hobbies and Interests

- Swimming
- Reading
- Running