



VOLUNTEER EXPERIENCE CERTIFICATE

Miss Volunteer

volunteered for Bruno Bourdache

TITLE	Office Work	More than 3000 hours	01/01/2010 - 02/02/2013
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TASK / ACTIVITIES	COMPETENCIES / SKILLS
<ul style="list-style-type: none"> • Proofreads all public documents provided by the executive director; • Improves all public documents by providing suggestions • Exercises the power to make decisions based on the responsibility to act prudently and to attempt to foresee consequences before applying these powers; • Identifies and resolves problems that may arise during the activities and makes contingency plans to deal with unexpected problems; 	<ul style="list-style-type: none"> • Able to listen; • Able to set priorities; • Has an overall vision of the tasks to be performed; • Able to work independently; • Able to analyze different situations; • Able to keep information read and/or heard confidential; • Able to understand others' expectations; • Able to explain his point of view clearly; • Able to plan, organize and coordinate; • Good communicator;



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Miss Volunteer was nominated by VBY for the City of Whitehorse Volunteer of the Year in 2013

Professional Development: Since 3 years, Miss Volunteer participated to at least 3 workshop provided by VBY.



Direct supervisor
BRUNO BOURDACHE
305 Wood Street
Whitehorse, Yukon

2013-02-28

Person certified by PREB
BRUNO BOURDACHE
(867) 456-4304
(867) 456-4304

2013-02-28

