

Mona Mustang

A (Potential) Pepperoni on the McCain Marketing Pizza
 1151 Richmond Street, London, ON N6A 3M1 • 519-661-2111 • mmustang@uwo.ca

Nutrition Facts

Per Serving of Mona Mustang

Qualifications Always Increasing

- Passion for learning, comprehending, and contributing
- Expertise in using Microsoft (MS) Office to generate reports, spreadsheets, graphs and slide presentations, and aptitude for learning new technologies quickly – self-taught in web and graphic design
- Exceptional interpersonal, written and verbal communication skills
- Ability to simultaneously manage multiple projects in dynamic, fast-paced environments and consistently meet deadlines, developed through 5 years of leadership and organizational experience

Education Expected 2013

Bachelor of Management and Organizational Studies, Honours Accounting
 The University of Western Ontario (Western), London, ON

Leadership Experience

- Director of Media** – Global China Connection, Western, London, ON 2011 – Present
- President** – DECA, The Woodlands School, Mississauga, ON 2007 – 2009

Communication Experience

- Career Leader** – Western, London, ON 2011 – Present
- Research Assistant** – Department of Psychology, Western, London, ON 2010 – 2011
- Administrative Assistant** – Peel District School Board, Mississauga, ON Summer 2010

Other Relevant Experience

- Competitor** – DECA Ontario Provincial Competition, Toronto, ON 2005 – Present

- **GPA:** 3.7/4.0
- **Feasibility project:** Prioritized tasks to conduct internet-based research and financial analyses, and develop detailed promotions for a potential new product launch
- **Awards:** Dean's Honour List, Excellence in Leadership Award, Western Scholarship of Distinction

As a Career Leader, I:

- Utilized strong communication skills to foster open communication and provide feedback for cover letters and resumes, resulting in customer satisfaction and return customers

As a Research Assistant, I:

- Employed organizational and time management skills in collecting and inputting precise data using MS Excel, exceeding deadlines

As Administrative Assistant, I:

- Took initiative to redesign the archive system and implement a digital index, improving organization

As Director of Media, I:

- Established a professional brand for a newly-established chapter of a global club by developing promotional materials and website at www.gccuwo.org, securing membership and sponsorship
- Developed and executed detailed promotions for the first Global China Connection National Canadian Conference, including a website at www.gccCanada.ca, which attracted internationally-renowned speakers such as Mark Rowswell (Dashan) and 150 university delegates
- Liaised and interacted with colleagues and international management in US and China

As President, I:

- Coordinated a training program and mock competition event for 108 competitors, leading to increased competitive preparedness and 33% of members advancing to the international competition
- Implemented a newsletter and website at www.decawoodlands.ca, improving communication

As a Competitor, I:

- Analyzed and presented marketing management cases
- **Awards:** First Place Overall, Top 10 Presentation and Exam