



RECONNAÎTRE NOS BÉNÉVOLES, RENFORCER NOS COLLECTIVITÉS CANADIENNES.  
BUILDING CANADIAN COMMUNITIES THROUGH VOLUNTEER RECOGNITION.


## VOLUNTEER EXPERIENCE RECOGNITION **CERTIFICATE**

### Mr. Volunteer 2018

*volunteered for Volunteer Bénévoles Yukon*

**TITLE** Office Manager

 60 Hrs

 2018-04-01 - 2018-07-01

#### TASKS / ACTIVITIES

- Receives and pays invoices;
- Enters data;
- Keeps accounting records up to date;
- Makes bank deposits;
- Prepares payroll when required.

#### COMPETENCIES / SKILLS

- Able to work independently;
- Speaks with tact and courtesy;
- Able to analyze different situations;
- Has an overall vision of the tasks to be performed;
- Takes the time to perform the work properly;
- Able to carry out activities quickly and efficiently;
- Able to set priorities;
- Able to keep information read and/or heard confidential;
- Able to make himself understood;
- Able to explain his point of view clearly;
- Able to understand others' expectations;
- Able to act without supervision;
- Able to initiate activities without authorization;



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### Training - Achievements

Professional Development: Since 3 months, Mr. Volunteer participated in the workshops: - Agenda, Minutes and Listening Skills - AURORA Workshop Communication Styles for Collaboration - AURORA Workshop Harness Your Productivity

### Comments - Quotes

Mr. Volunteer was nominated by VBY for the City of Whitehorse Volunteer of the Year in 2018



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