

Personal profile of receptionist



**ASSIGN
BUSTER**

Admission- Personal Profile Question Tell us more about the activity you listed above, explaining what your goals were, what you did to pursue them, the results achieved, and what you learned in the process.

During my college days in Vancouver I had volunteered to work as a receptionist at the Richmond Chinese Community Society. As a receptionist I had to welcome the guests and manage the arrangements for the occasions. I participated very enthusiastically in the different events held at the society center and in particular the occasions that encouraged charity and creativity. Fund-raising dinners and children's drawing competitions are some of them to start with. These events gave me a chance to explore my management skills and boost up my confidence. My major goals were to polish my personality and enable myself to handle important events with full responsibility and credibility. I also wanted to prove myself as a useful part of the society through such worthy and accommodating occasions. I had been a part of such events ever since my school years where I actively participated in the significant school events, for instance " Welcome Week" and the " International Students Gatherings". Apart from improving my personality and boosting up my self-confidence, these events also had a very positive impact on my communications skills and event management expertise.

Question 2: Tell us about an experience, in school or out, that caused you to rethink or change your perspective. What impact has this had on you?

During the international students' gatherings, I volunteered to experience the whole event and learn about the foreign relationships. I had volunteered initially only to get a broad sense about the environment and ambiance of the event. At that time, I did not have any particular goal in my mind about my future. However, the whole international event widened my opinions and

perspectives about communication and management expertise tremendously. Being a part of this event, I made a decision to focus my concentration more on the management side of the events and diverse activities. It made me experience the tough side of the event management upfront and close. I realized the diversity and creativity it offers and the flexibility it encompasses. This event had a very significant impact on my career goals as I re-defined my aims through this international event. I decided to experience this field more and pursue my goals through refining my skills and expertise in different community events and occasions. With a changed perspective and a broadened horizon, I worked harder and concentrated more on maturing my dexterity.

Question 3: Explain how you responded to a significant challenge that you have encountered and what you learned in the process.

One of the significant challenges that I had to face was during my college days when I had to organize a children's drawing completion while volunteering as a receptionist. This creative competition was for disabled children suffering from congenital deformities. This event was very important for me and I left no stone unturned in giving my best to complete this task. From decorating the whole venue to making the necessary arrangements, I was a dynamic part of every activity. Throughout the event, I looked after the important matters and made sure that no problem or discomfort for the children occurred. I thoroughly enjoyed organizing the event because of its virtuous basis. The demanding nature of the task made me learn to handle significant matters and work under pressure. I had to cope up with both my college studies and the event management at the time and I performed that

quite efficiently. This polished my multi-tasking abilities to a great extent and I also learnt how to manage my work within a given period of time.