

Nicolas Roguski

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127-100 Klahanie Drive, Port Moody, British Columbia

OBJECTIVE

Dedicated and reliable high school student seeking a general position at a golf club to support operations and member services. I am committed to maintaining high facility standards and providing a welcoming environment for all guests through a proactive work ethic. Eager to contribute to a professional team while gaining hands-on experience in a fast-paced indoor/outdoor setting.

KEY SKILLS/COMPETENCIES

- Advanced proficiency in Microsoft Office (Excel etc.)
 - Programming knowledge (Python, SQL, C#)
 - Data analysis, manipulating data sets using Sqlite (SQL)
 - Strong interpersonal skills
 - Proactive and self-motivated
 - Independent and team player
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PROFESSIONAL EXPERIENCE

Polygon Homes Sales Assistant

October 2023 - Present

- *Welcome* and engage with prospective homebuyers, providing information on community features, selection and pricing.
- *Assist* sales managers by preparing and processing paperwork, adjusting client information records, and maintaining sales office readiness.
- *Handle* customer questions, resolve minor concerns, and escalate issues to my superiors when necessary.
- *Utilize* CRM software such as Salesforce, to ready client information and follow up on sales leads.

All Saints Parish Coquitlam

September 2024 - July 2025

Parish Religious Education Program - Instructor (Volunteer)/Youth Ministry Leader (Volunteer)

- *Teach* religious education classes to children in accordance with the PREP curriculum.
- *Create* and encourage a creative and safe learning environment.
- *Maintain* attendance records and ensure adherence to program guidelines.
- *Lead* prayer, discussion, and interactive exercises to deepen students' understanding of the faith.

EDUCATION & CERTIFICATIONS

Highschool Education 2022 - 2026 (In progress)

- École Dr. Charles Best Secondary School
Honor Roll, 2023, 2024, 2025 (All years attended)

Standard First Aid/CPR Level C, May 2025

- Red Cross

National Lifeguard, Pool, August 2025

- Lifesaving Society

Swim Instructor, November 2025

- Lifesaving Society

EXTRACURRICULAR ACTIVITIES

President, Military Strategy Club (~110 Members)

- École Dr. Charles Best Secondary School

President, Model United Nations Club (80 Members)

- École Dr. Charles Best Secondary School

Delegate, Model United Nations

- CAIMUN 2024, HORIZONS 2024

Director-General (Organizer), MUN (~100 People)

- YLSBC MUN 2025, 2026

References available upon request