

Student Name

Street, City

Province, Postal Code

(403) 234-3456

University.Email@uleth.ca

EDUCATION

2010 - Present

University of Lethbridge Lethbridge, AB

B.A. General Social Sciences; Sociology, Psychology, Anthropology

Co-operative Education Program

- **GPA:** 3.60 / 4.00
- **Courses include:** Sociology of Minority Relations, Sociology of the Family, Psychology of Child Development, Ethics and Concepts of Health and Communications

2009

Lethbridge College Lethbridge, AB

Special Needs Teaching Assistant Certificate

- **Courses include:** Foundations of Human Services, Applied Behavior Analysis, Interpersonal Communications

RELATED SKILLS

Communication

- Concise and accurate written communication skills
- Excellent public speaking skills
- Successfully completed many communications courses
- Effective in communicating with people of various education levels

Research & Writing

- Developed clear, precise and effective journalistic skills along with accurate research skills while working on a student newspaper
- Further developed writing and research skills through completion of a distance education writing course

Time Management, Organizing & Coordinating

- Effective and efficient time management and prioritization skills
- Work effectively in a group, organize and prioritize well
- Creatively and efficiently develop and execute plans of action
- Detail oriented

Technical Skills

- Designed and maintained a website
- Used Excel to record and summarize statistics and financial information
- Proficient use of Microsoft Word, PowerPoint, and Excel
- Designed promotional materials
- Adept at using e-mail, Internet and typing

RELATED EXPERIENCE

2009 - 2011

Good Learning Center, Lethbridge, AB

Special Needs Assistant

- Responsible for coordinating with physiotherapists, speech and language therapists, program directors, parents, and teachers to develop an I.P.P.
- Prepared quarterly reports for parents, facility and government
- Excellent communication, organization and time management

2008 – 2009

Family Services, Lethbridge, AB

Samaritans Society Volunteer

- Responsible for activities of daily living and daily care
- Kept accurate and detailed daily reports
- Excellent time management, prioritization and communication

2005

Health Center, Bow Island, AB

Volunteer Coordinator/Recreation Assistant

- Responsible for recruitment of volunteers and
- Public speaking in schools
- Made volunteer schedules
- Created and carried out floor activities with elderly

INTERESTS & ACCOMPLISHMENTS

- Published in an anthology
- Awarded three Rutherford scholarships for academic excellence
- Taught English and Health for two weeks in Haiti and developed a children's program
- Volunteered with the Bow Island Hospital, Alfred Eagan Home, soup kitchens, drop-in centers, and Pioneer Girls
- Have a valid first aid/CPR certificate
- Enjoy travelling and learning about different people and cultures
- Human affairs
- Reading and writing

REFERENCES

Reference's Name

Reference's Job Title

Reference's Company

Reference's Phone Number

Reference's Email Address

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