

## **Student Name**

Street, City  
Province, Postal Code  
(403) 234-3456  
University.Email@uleth.ca

### **Education**

Sept. 2010 - Present

**University of Lethbridge**, Lethbridge, AB

B.A. History

Co-operative Education Program

- GPA 3.30/4.00
- Course Background: Canada to 1867, Canadian Cultural History, Historiography & Research Skills, Public History, Academic Writing, and Anthropology

### **Related Experience**

May 2012 – Present

**University of Lethbridge**, Lethbridge, AB

Research Assistant for a Professor in the History Department

- Developing a chronological history of women religious in Canada, 5 years preceding Vatican II and 10 years following
- Following the events involving women religious in Canada through researching, scanning, and condensing information from microforms of New Brunswick Catholic newspapers
- Analyzing statistical data which documents the decline of women religious enrollment from the 1960s - present date
- Recording the findings on a spreadsheet, which was presented by
- Professor Heidi MacDonald at the “Conference on the State of Consecrated Life in Contemporary Canada” at Concordia University, Montreal, QC, on 26th January, 2013
- Categorizing and preserving historical documents in chronological form for Professor MacDonald

August 2010 - Present

**Galt Museum & Archives**, Lethbridge, AB

- Volunteered with the Community Event Program planning department, as well as in the archives
- Participated in organizing, helping run, and clean up at the Saturday at 1 program, which is an educational program for children and families to learn about local history in a museum setting
- Volunteered at various other events at the museum including Canada Day celebrations, Fall Festival, etc.
- Volunteered in the archives preserving historical documents and filing them in a system accessible to the public

- Oct. 2011 - May 2012     **Galt Museum & Archives, Lethbridge, AB**
- Applied Study at the Galt Museum, which involved organizing and running a free community program on Earth Day
  - Communicated with local farmers and small businesses in Lethbridge to produce an educational program focusing on the evolution of food production in Southern Alberta, and the importance of eating locally
  - Planned, organized and created a 100 mile cooking program for adults at the Galt Museum
  - Preparation included finding local farmers to donate food for the event, as well as dealing with the culinary program at the Lethbridge College for cooking equipment
  - In addition to the organization, the event also included incorporating local history for the adults
- Sept. 2011 - Dec. 2011     **University Disability Resource Centre, Lethbridge, AB**
- Student note taker for students with disabilities
  - Attended classes with students and recorded the notes from each class according to student's needs
  - Developed strong typing and organizational skills to record all relevant material from classes
  - Expanded communication skills to adapt each lesson according to the individual's specific needs
  - Developed strong empathy and patience for individuals with specific challenges
- Sept. 2010 - Dec. 2010     **University of Lethbridge, Lethbridge, AB**
- Volunteer at campus Women's Centre
  - Interacted with students on campus, as well as other volunteers every shift
  - Responsible for closing every volunteer shift
  - Organized pamphlets and created posters to advertise the women centre

## **Related Skills**

### **Research Skills:**

- Strong research skills, which include thoroughly scanning documents for valuable details
- In depth analysis of primary sources, which include farming documents from the Galt archives and Catholic Canadian newspapers from the 1960s, as well as secondary sources from scholarly journals
- Participated in major research papers in the history department at the University of Lethbridge
- Developed skills to analyze both the major trends within a population, as well as paying close attention to how minority groups are affected
- Analyzing and interpreting statistical data from institutions

**Organizational Skills:**

- Participated in a community event for approx. 600 participants involving months of preparation
- Maintaining set deadlines and delegating tasks to other individuals involved
- Preparing activities and jobs for individuals
- Volunteer at local Galt museum archives

**Communication Skills:**

- Interacted with the public at various community events at the Galt Museum, as well as in different settings at the University and in smaller local communities
- Developed strong relationships with co-workers and employers
- Completed progress reports
- Adapted to fit individuals with disabilities needs
- Strong research and writing skills through academic and work experience

**Certifications and Awards**

- Jason Lang Scholarship
- University of Lethbridge Entrance Scholarship

**Interests /Accomplishments**

- Enjoy reading, writing, yoga, and music
- Volunteer at Food Bank, Special Olympics, and Humane Society
- Take great pleasure in working with animals

**References**

Reference's Name

Reference's Job Title

Reference's Company

Reference's Phone Number

Reference's Email Address

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