

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. Political Science

Co-operative Education Program

- GPA 3.42/4.00
- Courses include: Canadian Politics and Government, Comparative Politics and Government, Alberta Politics and Government, Canadian Public Policy, Canadian Constitutional Law: The Charter

RELATED SKILLS

Research

- Strong research skills utilizing online and print sources. Have completed courses on research methods and statistics.
- Completed two independent studies involving data entry and analysis in a university laboratory.

Organization/Coordination Skills:

- Completed two terms as vice-president of the University Pride Centre: responsible for coordinating events, delegating tasks, and interacting with other groups and individuals in the wider community.
- Served as head coordinator for Outspoken, a three-day workshop series featuring many events and international guest speakers. This included large amounts of prior logistical planning, team building and coordination, and the ability to respond to unforeseen incidents during the event.

Communications Skills:

- Previous jobs have included retail service and in-home work for customers, both have relied heavily on personal communication skills.
- Involvement with Pride and Outspoken has developed communication skills necessary to complete complex tasks in a team environment.
- Strong written skills have been developed through numerous research papers and reports written throughout my university career.

Knowledge:

- Classes, as well as a general interest in Canadian politics, have provided me with a solid base of knowledge regarding Canadian industry, particularly the unique situations sometimes faced by the Prairie and Northwest Territories. Current classes include two on foreign relations, providing insight into the international marketplace.
- Computer skills involve experience with Microsoft Office as well as statistics database programs, comfortable on both Mac and PC systems.

WORK EXPERIENCE

2012 - 2014

Vivint Home Security

Summer Technician

- Installed a computerized home security system in customer homes
- Worked with homeowners to evaluate and meet their individual needs
- Worked independently and in teams

CERTIFICATIONS AND AWARDS

- First Aid Certification (current)
- Jason Lang Scholarship

INTERESTS

- Canadian Political History, Reading, Cycling

REFERENCES

Reference's Name

Reference's Job Title

Reference's Company

Reference's Phone Number

Reference's Email Address

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