

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

EDUCATION

Sept. 2013-Present **University of Lethbridge** Lethbridge, AB
B.A.Sc. Psychology and Anthropology
Co-operative Education Program

- GPA: 3.98/4.00
- Courses completed: Psychology Methods and Statistics, Basic Concepts in Sociology, Geography, English, Social Psychology, Archaeological Anthropology, Brain and Behaviour, and Library Science

RELATED WORK EXPERIENCE

2010-Present **Full Circle Entertainment and Affiliations** Lethbridge, AB
Event Organizer

- Organize, host and market events featuring various artists and performers, creating excitement via interpersonal and online social networking strategies
- Host events: mingle with patrons and key supporters to facilitate a positive experience

Spring/Fall 2010 **University of Lethbridge Students' Union** Lethbridge, AB
Volunteer

- Met parents and introduced new students to others, provided advice as a positive role model, and used interpersonal skills to make them comfortable in new surroundings
- Provided security and ensured safety of students at Surf Club's "Beach Jam"
- Helped coordinate, promote and sell tickets for several "Fresh Fest 2010" events
- Drove U of L Surf Club members safely to California, constantly communicating with other drivers to deal with navigational logistics and coordinate stopping points
- Helped in a clean-up in the Oldman River valley

2007-2009

Good Contracting

Lethbridge, AB

Crew Leader

- Built houses in a team setting, worked cooperatively and diplomatically; worked outdoors everyday
- Received oral and written instructions, and communicated them to other employees
- Met deadlines, maintained efficiency and ensured safety on the jobsite
- Professionally resolved issues with subcontractors, homebuilders, and customers
- Provided quick and efficient solutions, took initiative to start building projects
- Multitasked with careful attention to detail
- Prioritized and used excellent time management to complete a daily quota of tasks
- Inspected purchase orders ensuring proper materials were received

RELATED SKILLS & ACCOMPLISHMENTS

Management & Communication

- Reliable and cooperative team player with excellent communication skills
- Organized and promoted events and shows
- Hosted events and shows, engaging the audience at large
- Discussed plans in large and small-scale meetings, communicating with promoters, organizers, managers, financial backers and other team members
- Proven leadership in organizing, delegating and coordinating workers to achieve goals
- Adapt to new environments quickly and efficiently
- Motivated, perform well under pressure and can multitask independently or on a team
- Contributed articles to university student newspaper The Meliorist
- Familiar with Windows, Macintosh, and Microsoft Office (Word, PowerPoint, Excel)

Research Methods & Scholarship

- Reconstructed the pre-history of a geographical area, using practical problem solving skills, cross-referencing material record data to establish a geographical and chronological framework of events
- Learned about various cultures and customs around the world and the uniqueness of each
- Educated a class on the use of specific geophysical methodology to reconstruct the material culture of a given area
- Analyzed short stories, essays, poems, plays, novels, and anthropological ethnographies
- Use various searching methods to find the best possible research resources in libraries and on the internet
- Contributed to class discussions and acted as a leader in a group presentation, diplomatically delegating tasks to group members
- Coordinated regular study sessions involving students, teaching assistants and a professor

HOBBIES & INTERESTS

- Running, swimming, camping, golf, socializing with friends and family, lifting weights, reading, and writing

REFERENCES

Reference's Name

Reference's Job Title

Reference's Company

Reference's Phone Number

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