

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

EDUCATION

Sept. 2011 - Present **University of Lethbridge** Lethbridge, AB
B.A. Sociology
Co-operative Education Program

- GPA 3.91/4.00
- Dean's Honour List, Jason Lang Scholarship
- Courses completed include: Comparative Politics, Social Problems, Contemporary and Classical Theory, Writing, Statistics, Computer Science, Research Methodology.

TRANSFERABLE SKILLS

Research

- Successfully completed several research papers and projects using various methods, e.g., Internet, scholarly publications, academic journals.
- Attended two research information sessions through the University of Lethbridge to improve the efficiency and accuracy of research.
- Examples of completed research projects include: final paper for writing class required an extensive review of previous literature and educated predictions based on thoroughly researched topics. Final group project for research methodologies class involved a precisely researched topic including which research method and approach to utilize.

Organizing / Coordinating

- Demonstrated exceptional organizational and planning skills while volunteering as the chairperson for the William Aberhart Film Festival.
- Recruited volunteers and coordinated their tasks
- Planned every detail of the event including venue, decorations, technology, and schedule.
- Used various modes of media and print to promote the event for several months.
- Solicited donations and coordinated sponsorship

Interpersonal / Communications

- Proved to be a successful public speaker through speech masters and several group presentations
- Interacted with several locals by door knocking for political parties and distributing informational pamphlets.
- Capable of answering questions from voters and citizens about political parties and voting process.
- Volunteered with provincial and federal candidates, and developed strong professional relationships with candidates and fellow volunteers
- Extensive experience in customer service including managing customer relations, comments, and complaints.
- Favorite aspect of every job has been customer interaction

Teaching / Leadership

- Comfortable with and capable of effectively teaching new skills and abilities to others.
- Worked with university students to teach and improve academic writing skills.
- Effectively and efficiently trained staff on all aspects of job requirements
- Takes leadership initiative in group projects for classes and jobs.
- Enjoys leadership and management positions.

Technical

- Familiar with Microsoft Programs including: Word, PowerPoint, and Excel
- Familiar with various internet search engines and scholarly research tactics
- Successfully Completed an Information Processing class in High School that taught skills such as: fast typing, Microsoft programs, and basic components of a computer
- Currently learning more advanced computer skills in Computer Science class including: programming, troubleshooting, and excel formulas.

EMPLOYMENT EXPERIENCE

Jan '12 - Present	University of Lethbridge Academic Writing Tutor	Lethbridge, AB
	<ul style="list-style-type: none">• Tutor students in writing skills, including editing academic essays for spelling, grammar, formatting• Assist ESL students to improve English	

May '12- Aug '12 **Café** Calgary, AB
Manager

- Manage daily internal operations of café
- Troubleshoot & problem solve
- Interact with customers
- Hire & train café staff
- Inventory control & preparing & submitting Orders
- Implement staff scheduling
- Prepare/balance daily cash sheets & made bank deposits

Sept '07 - April '12 **Café** Calgary, AB
Barista/Server/Shift Captain

- Operate till, balance floats, trusted with cash
- Responsible for closing and opening (Keyholder)
- Provide customer service in a dynamic café

PERSONAL ACHIEVEMENTS

- Enjoy working with people
- Strong organizational and planning skills
- Fast learner and detail oriented
- Fluent in English and French
- Basic conversational skills in Spanish
- Wilderness First Aid certified

INTERESTS/ACTIVITIES

- Travel
- Hockey, Skiing, Hiking, Outdoor Activities
- Cooking
- Yoga
- Latin dance

REFERENCES

Reference's Name

Reference's Job Title

Reference's Company

Reference's Phone Number

Reference's Email Address

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