

SAMPLE RESUME

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PRACTICAL OVERVIEW

OBJECTIVE

Seeking full-time employment as a **Social Services Worker**.

RELEVANT SKILLS

- Demonstrated an ability to develop empathetic relationships with chemical dependent people
- Ability to obtain and interpret information concerning substance abuse, dependency, and related problems
- Experienced 10 months in China as an English teacher and proved my abilities to maintain a positive attitude towards change and a new environment
- Led and instructed native children throughout Central Canada on basic science and filming techniques.
- Worked with mature students at Carleton University to help them with issues such as starting a new career and family time management.
- Knowledge of area treatment and rehabilitation resources
- Understanding of biological and socio-cultural factors influencing substance use

COMMUNICATION AND ORGANIZATIONAL SKILLS

- **Fluently bilingual** – French and English
- Effective counselling skills
- Developed a curriculum and guided students to a better understanding of the English language and culture
- Prepared and administered teaching material for students while recognizing and respecting people's diversity, individual differences, and perspectives

EDUCATION

Social Service Worker--- *Algonquin College, Ottawa, Ontario*

Sept. 2004 - Aug. 2006

Bachelor of Arts-Geography--- *Carleton University, Ottawa, Ontario*

Graduated April 2004

COMPLETE WORK HISTORY

Addiction Crisis Worker--- Ottawa Withdrawal Management Centre **Nov. 2004 - Present**

- Responsible for daily admissions, discharges, medication control and emergencies
- Assessed and counselled residents for placement in long term treatment centres

Employment Specialist/Placement Student--- City of Ottawa – Walkley Road **May - Aug 2005**

- Assisted in the management of client cases
- Knowledge of programs and services for Ontario Works participants
- Guided Ontario Works participants in employment planning and resumé and cover letter writing

Film/Science Camp Instructor--- Elephant Thoughts – Ottawa, Ontario **June - Aug 2003**

- Led a week long summer camp for Native children on reserves across Ontario, Quebec, and Manitoba
- Encouraged my group of 20 children, between the ages of 8 and 14, to be more confident and to work together as a team

English Teacher--- Dungwu Foreign School – Suzhou, China **Oct. 2000 - June 2001**

- Graduate of the International TESOL training institute
- Researched and developed a class curriculum for students between the ages of 13 and 18
- Created an effective learning environment and motivated my students to do their best
- Acted socially responsible and set a good example for my students

VOLUNTEER AND COMMUNITY SERVICE

Ottawa-Carleton Safety Assistant --- *St. Luke's Catholic School, Ottawa, Ontario* **2002 - Present**

- Assured the safety of children walking to and from school

Assistant Coordinator --- *Volunteer Ottawa, Ottawa, Ontario* **2003 - Present**

- Assisted the Coordinator with a variety of administrative issues
- Helped to raise funds by coordinating special events in the community

REFERENCES AVAILABLE UPON REQUEST