

Sanford Social

Address, City, Province, Postal code

Phone number

Email address

Portfolio, blog, website, LinkedIn (optional)

SUMMARY OF QUALIFICATIONS

- Fourth-year student completing an Honours Bachelor's degree in Social Sciences, specialization in Criminology at the University of Ottawa
- Over two years of experience in community work with adolescents and children
- Excellent interpersonal and teamwork skills honed through experience as a facilitator
- Superior proficiency in Microsoft Word, Excel, PowerPoint and Internet research
- Excellent oral and written communication skills in English and French; intermediate Spanish

RELEVANT EXPERIENCE

Facilitator

summer year

Organization, City, Province

- Led weekly social activities and sporting events for groups of adolescents in order to encourage a healthy lifestyle
- Organized a three-day field trip to Montreal for 20 adolescents, supervised all fundraising activities and made group reservations
- Interacted with adolescents and provided support and guidance to those in need
- Planned work schedules for 30 other Centre facilitators and volunteers to ensure that activities ran smoothly

Community Coordinator

year - year

Organization, City, Province

- Assisted in developing and implementing a breakfast program for children
- Recruited other volunteers to ensure breakfast was served every day
- Coordinated fundraising in the community and encouraged participation from local businesses

Secretary (Volunteer)

year - year

Organization, City, Province

- Corresponded by email with other Association members and drafted summaries of all meetings to ensure that members were kept informed on projects
- Scheduled weekly meetings using Microsoft Outlook
- Participated in decision-making during executive meetings

Promotional Officer (Volunteer)

year

Organization, City, Province

- Promoted awareness of world issues and participated in campaigns for recognition of human rights
- Attended conferences and workshops on conflict resolution and current affairs

ADDITIONAL EXPERIENCE

Library Clerk summer year

Organization, City, Province

- Improved efficiency of filing system for periodicals and documentaries by developing a new system
- Inspected library documents and communicated with suppliers to keep collections current
- Answered queries and assisted clients using various search engines in the library, such as the Internet and microfilms

Foot Patroller year

Organization, City, Province

- Escorted students to and from destinations surrounding campus, ensuring their personal safety

EDUCATION

Bachelor of Social Sciences, Specialization in Criminology year - present

University of Ottawa, ON

- Expected graduation date: month, year
- **Projects:**
 - Wrote an article on the Canadian judiciary system and sentencing for youth convicted of serious offences; was published in the Faculty of Social Sciences Newspaper
 - Conducted quantitative and qualitative research on crime rates in underprivileged neighborhoods in large Canadian cities

ADDITIONAL TRAINING and CERTIFICATIONS

Intensive Intermediate Spanish, University of Ottawa, ON year

Cardiopulmonary Resuscitation (CPR) Certification, Organization, City, Province year

ACHIEVEMENTS and AWARDS

Dean's Honour List, Faculty of Social Sciences, University of Ottawa, ON year - year

Admission Scholarship, University of Ottawa, ON year - year

Co-facilitator, "Drugs and Alcohol Abuse Prevention" workshop, Ottawa, ON year

- Presented a workshop aimed at raising awareness among high school teens on the risks of drug usage

INTERESTS

- Traveled to Brazil, Paraguay, Peru, Thailand and Malaysia
- Plays soccer, volleyball and runs marathons
- Enjoys cooking, has taken courses on French cuisine