
Mark Matheson

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Professional Profile

- A dedicated and responsible Undergraduate Student looking to secure a position within the Social Services field
- Ability to creatively solve problems
- Demonstrates concern and sensitivity for others
- Aptitude for leadership
- Capability to collaborate with families and community members
- Proficient in using Microsoft programs including Excel, Word, PowerPoint, and Publisher

Education

University of Guelph-Humber

Toronto, Ontario
2011- Present

University of Guelph

- Honours Bachelor of Applied Science in Family and Community Social Services
- Humber Institute of Technology and Advanced Learning
- Social Service Worker's Diploma

Certifications

St. John Ambulance

- CPR Level A

Toronto, Ontario
March 2011

Work Experience

Youth Worker Intern (Student Placement)

September 2012- February 2013

The Salvation Army, Toronto, Ontario

- Developed, Coordinated and implemented the delivery of specific services within the community such as charitable events
- Maintained program statistics for purposes of evaluation and research
- Organized and led workshops for youth

Career Counselor Assistant**September 2011- April 2012**

Youth Employment Services (YES), Toronto, Ontario

- Assisted in the client interview process to obtain employment history and career goals
- Selected clients for job interviews that matched their interests
- Implemented career workshops and presentations to guide youth to secure employment

Summer Camp Counselor**May 2011- August 2011**

Wheaton Elementary School, North York, Ontario

- Lead a group of 10-12 campers ages 5-9 with a positive and outgoing attitude
- Implemented weekly activity plans for the children
- Sent out a weekly newsletter to inform parents about activities and events
- Kept campers engaged in activities while ensuring a safe environment

Volunteer Experience

Children and Youth Mentor**March 2012- August 2012**

The Peer Project, Toronto, Ontario

- Provided support to children youth on a one-on-one basis
- Engaged children and youth into social and academic activities

Youth and Community Outreach Volunteer**April 2011- January 2012**

The Dam, Mississauga, Ontario

- Assisted with the implementation and planning of community activities for local youth
- Helped to manage and administer youth and community projects

References Available Upon Request

Adapted from Sources:

"Sample Resumes." *Resumes for Social Service Careers*. 3rd ed. New York: McGraw-Hill, 2007. 72-73. Print.

Yate, Martin. "Social Work and Counseling." *Knock 'em Dead Résumés: Smart Advice to Make Your Online and Paper Résumés More Productive*. 8th ed. Avon, MA: Adams Media, 2008. 154-55. Print.