

HIGHLIGHT OF QUALIFICATIONS

- Over 300 hours of experience in community agencies working adjacent to the law
- Knowledge of current mental health legislation and relevant community resources
- Provide support to community members through empathy and a high degree of confidentiality
- Sensitive to contemporary social issues ranging from abuse and violence to welfare
- Fluent in Punjabi and Urdu

EDUCATION

UNIVERSITY OF GUELPH HUMBER | TORONTO, ON

Month/Year – Month/Year

University of Guelph

- **Honours Bachelor of Applied Science in Justice Studies**

Humber Institute of Technology and Advanced Learning

- **Diploma in Community and Justice Services**

Key Courses: Counselling: Theory & Practice, Community Service, Health & Wellness, Community Building Practices, Inclusive Community Practices, Issues in Ethnicity & Class

This area can include 3-5 courses. Please review the job description to see if any courses you have taken, apply to qualities or experience they are looking for.

WORK/VOLUNTEER EXPERIENCE

Intern | Seva Food Bank | Malton ON

Month/Year – Month/Year

- Working directly with individuals and families as a personal shopper
- Completed 120 hours of volunteer time
- Assisted in shipping and receiving food and other items
- Maintained Inventory and replenished items when needed
- Exceed health and safety regulations

Intern | Campus Walk Volunteer | Humber College, North Campus

Month/Year – Month/Year

- Worked in part of a 20-member team walking to ensure the safety of all students on campus
- Completed 180 hours
- Worked with Toronto Police, and Garda World Security

Social Services Intern | Turning Point – Mississauga, ON**Month/Year – Month/Year**

- Provided emotional support, information and referrals to female, male and transgendered survivors of sexual violence: rape, childhood sexual abuse, incest, sex trafficking
- Developed and facilitated public education and workshops on pertinent issues in violence against women
- Created and led programming such as support groups for adult survivors from an anti-oppressive framework
- Advocated for survivors within the criminal justice and social services system including helping with writing of Victim Impact Statements
- Organized community outreach and social justice events such as *Take Back The Night*

VOLUNTEER EXPERIENCE

Unit Office Assistance | Salvation Army – Toronto, ON**Month/Year – Month/Year**

- Answered the telephone and assisted with walk-in inquiries in a courteous and informed manner
- Handled incoming and outgoing mail using established procedures
- Distributed brochures and other marketing materials as necessary

Resumes cannot be more than 2 pages. Please be sure you have no more than 3-5 bullet point per section.

Need more help? Visit Career Services in GH108 | Call: 416-798-1331 ext. 6288 | Email:
career@guelphhumber.ca

Job and Placement Portal: ghworks.guelphhumber.ca