

## **Resume Sample**

## YOUR NAME

Toronto, ON L5G 3Y2 | (416) 221-9015 | YOURNAME01@guelphhumber.ca

### **PROFILE SUMMARY**

- Energetic Youth Worker: Dependable and energetic social service worker with experience working in non-profit organizations, nursing homes, mental health clinics and employment services. Strong grasp of theoretical knowledge and applied skills of public policy, early prevention and community development.
- Youth Advocate: Commitment to improve youth experience. Skilled at communicating with youth through active and engaging workshops. Strong knowledge of issues facing homeless and street-involved youth and community resources available
- Friendly Team Player: Friendly and reliable colleague with a relationship-based approach. Experienced working with various individuals in multiple languages (English & Italian)

Technological Competencies: Microsoft Office Suite (including Publisher) | Social Media

### **EDUCATION**

#### University of Guelph Humber | Toronto, ON

Sept. 2015 – Apr. 2019

University of Guelph

- Honours Bachelor of Applied Science in Family and Community Social Services
- *Highlighted Coursework*: Early and Middle Childhood Development, Developing a Culturally Sensitive Practice & Social Issues and Social Environments

Humber Institute of Technology and Advanced Learning

• Social Service Worker Diploma

# FIELD PLACEMENT EXPERIENCE

#### Youth Worker Intern - Placement

The Salvation Army | Toronto, ON

- Increase community engagement by coordinating and implementing delivery specific services such as charity events
- Facilitate 4 workshops on life skills and employment skills for 8-12 youth
- Maintain program statistics for program evaluation and research
- Enhance community knowledge about The Salvation Army by hosting promotional booths at fairs

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

Job and Placement Portal: ghworks.guelphhumber.ca

#### Sept. 2018 – Apr. 2019

## **Community Support Worker – Placement**

Elizabeth Long-term Care | Toronto, ON

- Supported elderly clients with daily activities including bathing, showering, dressing and meal preparation
- Boosted activation therapy and social activity attendance by motivating patients and families through engaging conversation
- Coordinated bonding exercises for the elderly residents

### Addiction Support Intern – Placement

Riverdale Centre for Addiction and Mental Health | Toronto, ON

- Assisted with room booking for group workshops
- Assisted with the organization, compilation and accuracy of client files
- Responded to online and telephone inquiries

# WORK EXPERIENCE

# **Career Counselor Assistant**

Youth Employment Services (YES) | Toronto, ON

- Conducted 30 client pre-screening interviews to identify their employment history and career goals
- Matched client to job opportunities by reviewing their interests and experiences and coordinated job interviews with employers
- Implemented 5 career workshops and presentations to enhance youth knowledge about job search strategies

## Summer Camp Counselor

Wheaton Elementary School | Toronto, ON

- Planned weekly activities for 10-12 campers ages 5-9 years old
- Created and sent a weekly newsletter to inform parents about planned activities and events
- Lead classes in arts and crafts, creative writing and outdoor games

# VOLUNTEER EXPERIENCE

# Child and Youth Mentor

The Peer Project | Toronto, ON

- Provided support to at-risk children ages 6-15 years old on a one-on-one basis
- Assisted children and youth with Math and English homework

# Youth and Community Outreach Volunteer

The Dam | Toronto, ON

- Assisted in the planning and implementation of youth community activities
- Improved and maintained social media presence on Facebook and Instagram to promote youth and community projects

# CERTIFICATION

## CPR Level A, St. John Ambulance – Mar 2016

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May 2016 – Aug. 2016

Mar. 2018 – Aug. 2018

Apr. 2018 – Jan. 2017

Jan. 2017 – Apr. 2017

Sept. 2016 – Apr. 2017

### Sept. 2017 – Apr. 2018