

YOUR NAME

TORONTO, ON L3N 3K2 | (416) 245-5552 | YOURNAME01@GUELPHHUMBER.CA

PROFILE SUMMARY

Energetic and outgoing Program & Research Coordinator Assistant with an academic foundation in Psychology and a specialization in research and analysis. Effectively coordinated and collected data with a focus on meticulous documentation.

- Experience working in clinical, medical and non-profit environments
- Adept at maintaining database and highly skilled at taking on multiple tasks and prioritizing accordingly

AREAS OF EXPERTISE

Data Collection | Interpersonal Relationships | Client Empowerment | Psychological Development | Mentoring & Leadership | Active Listening | Technological Literacy | Program Planning | Assessment & Evaluation | Ethics & Standards | Clinical Reasoning | Professional Development | Client Relations | Strategic Planning | CPR Level A

EDUCATION

UNIVERSITY OF GUELPH HUMBER | TORONTO, ON

SEPT. 2015 – APR. 2019

University of Guelph

- **Honours Bachelor of Applied Science in Psychology**

Humber Institute of Technology and Advanced Learning

- **Research Skills and Analysis Certificate**
- **General Arts and Science Diploma**

Highlighted Coursework: Developmental Psychology, Social Psychology, Psychology of Learning, Ethics and Professional issues

WORK EXPERIENCE

RESEARCH ASSISTANT | St. Michael's Hospital – Richmond Hill, ON

SEPT. 2018 – JAN. 2019

- Determine the effect of mild cognitive impairment on driving skills by screening potential participants and administering cognitive tests for 15 clients
- Collect and transfer data to maintain 100% accurate records for final research documents
- Increased psychology lab funding by researching and sending grant proposal
- Perform administrative duties including filing, mailing and photocopying

CLIENT SUPPORT ASSISTANT | MACKENZIE HEALTH – Richmond Hill, ON

MAY 2018 – AUG. 2018

- Maximized 20 residents' health by supporting them in daily fitness activities and community outings
- Planned and executed arts and crafts and intergenerational activities based on residents' interests
- Collaborated with a team of 4 and discussed residents' progress and areas for improvement

ON-SITE SUPERVISOR | YMCA OF GREATER TORONTO – Toronto, ON

SEPT. 2016 – APR. 2017

- Planned and implemented age appropriate programming
- Maintained contact with families by responding to inquiries and providing program updates
- Completed administrative tasks effectively

VOLUNTEER EXPERIENCE

CHILDREN & YOUTH MENTOR | PLASP CHILD CARE – Toronto, ON

SEPT. 2016 – APR. 2017

- Provided support to children in grades 1 to 6 on a one-on-one basis
- Engaged children in social and academic activities to enable their life skills such as time management and planning

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