

# JANE SMITH

123 Smith Street, Halifax NS (902) 123-1234 [jane.smith@email.com](mailto:jane.smith@email.com)

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## Profile

Energetic and dedicated Psychology Graduate with experience in volunteer management who excels in supporting others and advocating for healthy lifestyles seeking employment as Volunteer Coordinator with The Fun Run for Kids.

## Relevant Skills

Experience working with youth and adults in a volunteer setting  
Dedicated to building health knowledge among clientele  
Represented agencies to public and school audiences for funding and volunteer recruitment  
Demonstrated teamwork skills; worked with a team of up to 10 people  
Communicated with stakeholders through phone, email and face-to-face meetings  
Computer fluency in Word, Excel, PowerPoint and internet applications  
Certified in First Aid /CPR Level C

## Education

Bachelor of Arts, **Psychology** with minor in **Marketing** expected graduation May 2010  
Saint Mary's University Halifax, NS

Related coursework: Adolescent development, Child development, Consumer Behavior

## Youth and Child Coordination Experience

**Afterschool Program Service Provider (Volunteer)** October 2009 to present  
*Halifax Community Centre* Halifax, NS

Welcomed children aged from 10 to 15 after school and provided snacks, homework help and other support. Worked on a team of 3 people and managed up to 14 children and youth.

- Initiated changes in intake procedures in order to get more information about allergies and medical conditions.
- Developed policy manuals with regard to volunteer orientation and safety policies
- Consulted with other agencies and communities centres to compare policies and methods
- Participated in annual presentations which played a role in attracting and recruiting new volunteers
- Provided child care and education programs as well as administration roles

Jane Smith

phone number or email page 2 or competition name

### **Daycare Worker**

*Lots of Tots Daycare*

Summer 2008

Halifax NS

Cared for 10 children under the age of 2; worked with 4 others and provided nutrition, learning activities and medications for those children with medical needs.

- Built relationships with parents as well as the children and was instrumental in the communication between the daycare and the families.

### **Other Experience**

#### **Salesperson**

*Fashion Frenzy*

Summer 2007

Halifax NS

- Consistently met or exceeded sales quotas
- Worked with many different ages and cultures, both as coworkers and patrons of the store
- Originally part time and was promoted to full time keyholder position

#### **Food Preparation**

*Fish R Us*

Summer 2006

Yarmouth NS

- Maintained high culinary and sanitary standards in preparing raw fish for cooking
- Worked with Sous Chef to experiment with types of cut and portion
- Accurately produced consistent portioning

### **Community and other Volunteer Involvement**

*Communications Assistant*, Halifax Community Centre

October to December 2008

*Member*, Marketing Society of Saint Mary's

2007 to present

### **Awards and Achievements**

*Millenium Scholarship*

2007

*Entrance Scholarship (\$6000)*

2006

Saint Mary's University

### **Hobbies and Interests**

Running

Member of neighborhood Baseball team

2006 to present