

JANE SMITH

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SUMMARY OF QUALIFICATIONS

- 10 years of experience working with diverse individuals from various communities
- Excellent problem solving and critical thinking skills; uses sound judgement
- Stimulates children's physical, emotional, intellectual, and social growth
- Works collaboratively within a team setting and well independently
- Valid driver's license with a clean driving record; reliable vehicle
- Clear Child Intervention and Police Information Checks with Vulnerable Sector Search

Commented [MC1]: Branding statement for applicant changing careers/new to the industry.

Commented [MC2]: Skills statement. The job posting asks for critical thinking skills.

Commented [MC3]: Bullet points can be found in the job posting but were put in the applicant's own words.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Non-Violent Crisis Intervention | Certificate Awarded | Expires January 2022
CPI | Calgary, Alberta

Standard First Aid CPR/AED Level C | Certificate Awarded | Expires December 2019
Canadian Red Cross | Calgary, Alberta

Human Services Professional | Diploma Awarded | May 2018 – April 2019
Columbia College | Calgary, Alberta

WORK EXPERIENCE

Education Assistant (Practicum) | February – April 2018
Renfrew Education Services - Thomas Buchanan Centre | Calgary, Alberta

- Worked with children and youth with developmental disabilities and complex needs
- Collaborated with team members to deliver individualized programming
- Resolved problems efficiently and effectively using creativity and quick thinking skills
- Communicated with parents and learning teams regarding client progress
- Role modeled and encouraged students to develop and maintain positive interactions

Commented [MC4]: Each bullet point begins with a past tense action verb because the applicant's positions were in the past.

Area Manager | June 2016 – April 2018
Streetwise Distribution | Calgary, Alberta

- Greeted customers in a genuine and welcoming manner
- Resolved conflicts; asked questions to understand issues, sought win-win solutions
- Adhered to company policies and procedures to ensure safety of coworkers
- Attended monthly meetings; brought issues forward in a professional manner

Commented [MC5]: Leave unrelated jobs on the resume but focus on the transferable (related) skills. These skills can be found in the job posting. Leave all the job specific skills off because you're focus is to change industries.

Mobile Security Guard | July 2009 – May 2016
Securitas Canada | Calgary, Alberta

- Observed and reported activities and incidents; prepared daily log and incident reports
- Responded to incidents and medical emergencies in a calm and mature fashion
- Worked a rotational shift which included day, evening, weekend and awake overnights
- Operated a company vehicle to make intermittent checks for irregularities

Commented [MC6]: All bullet points are related to the job description and written as accomplishment statements.