

JANE SMITH

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SUMMARY OF QUALIFICATIONS

- 6+ years of experience supporting individuals with cognitive and physical disabilities
- Strong critical thinking skills; responds to difficult situations quickly and effectively
- Succeeds in a team environment; respects and supports coworkers
- Helps clients overcome challenges; encourages positive life choices
- Clear Child Intervention and Police Information Checks with Vulnerable Sector Search
- Ability to communicate with clients and families in Mandarin and Cantonese

Commented [MC1]: Branding statement for someone with experience in the industry.

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

EDUCATION AND PROFESSIONAL DEVELOPMENT

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

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

Bachelor of Arts, Major Psychology | Degree Awarded
Queen's University | Scotland

Commented [MC3]: The dates have been left off this entry because it's more than 10 years old.

WORK EXPERIENCE

Community Support Worker | June 2016 – Current
Universal Rehabilitation Service Agency (URSA) | Calgary, Alberta

- Creates a safe and supportive home environment for an adult client with autism
- Helps client engage in community activities and day programs in a meaningful way
- Creates an individualized daily plan based on client's interests
- Monitors client's behavioral changes and reports observations to brain specialist
- Ensures safety of client in the home and within the community; observes barriers, plans and responds to behavioral reactions

Commented [MC4]: Each bullet point begins with a present tense action verb because the applicant is currently employed at URSA.

Commented [MC5]: All bullet points are related to the job description and written as accomplishment statements.

Youth and Family Counsellor (Practicum) | July – August 2018
Wood's Homes | Calgary, Alberta

- Supported high-risk adolescents challenged with mental health issues and addictions
- Connected families to appropriate resources and services within the community
- Adhered to agency and departmental standards, policies and procedures
- Participated in weekly team meetings to ensure effective delivery of services

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VOLUNTEER EXPERIENCE

Event Organizer | April 2018 – Current
Calgary Stampede | Calgary, Alberta