

**Joe Smith (Interpreter)**

538 Islington Ave

Toronto, M4W 1J7

(416)-272-3258

Joe.smith@gmail.com

**Skills and Abilities**

---

- 3 years of driving experience
- **Bilingual** in French and English
- Excellent communication skills
- Organizational skills

**Employment History**

---

- **Entrepreneur; started up small local catering business – January 2015 – March 2017**
  - Cater a variety of dishes prepared by our very own kitchen staff for small or large events around Toronto.
- **Sales Associate at Canadian Tire – April 2013 – December 2014**
  - Responsible for selling auto parts and completing transactions for vehicle services.

## ESL RESOURCE PROJECT – EXEMPLAR RESUMES

- **Truck driver – January 2010 – February 2013**
  - Responsible for driving materials for a construction company throughout Southern Alberta.

### Education and Certificates

---

- Lethbridge College; French Language Diploma – September 2014 – June 2016
- Association of Translators and Interpreters of Alberta (ATIA) certification
- First AID certification

**Betsy Clark (Engineer)**

405 th Ave

Calgary, T2P 1M6

(403)-123-5432

Betsy.clark@gmail.com

### **Skills and Abilities**

---

- 1 year of on-site engineering experience
- Excellent communication skills in both Blackfoot and English
- Organizational skills
- Leadership skills

### **Employment History**

---

- **Powwow Instructor – January 2010 – Present**
  - Responsible for teaching Blackfoot culture through song and dance.
- **Site Engineer – January 2017 – February 2017**
  - Responsible for implementing building design, and leading others in the building process.
- **Science Camp Leader – April 2016 – September 2016**

## ESL RESOURCE PROJECT – EXEMPLAR RESUMES

- Responsible for teaching, instructing, and leading scientific experiments to children from the age of 6-15.

### **Education and Certificates**

---

- High school Diploma from St. Augustine High School in Calgary, Alberta.
- University of Calgary; Bachelor of Engineering in Civil Engineering – September 2012 – June 2018
- The Association of Professional Engineers and Geoscientists of Alberta (APEGA) certification.

**Mohamed Ahmed (Teacher)**

4915 11<sup>th</sup> Ave

Calgary, T2P 1M6

(403)-205-8479

Mohamed.Ahmed@gmail.com

**Skills and Abilities**

---

- 2 years of educational assistant experience
- Very flexible, and good **improviser**
- Excellent communication skills
- Organizational skills
- Able to work well under pressure

**Employment History**

---

- **Part-Time Elementary School Educational Assistant, Palliser School District – January 2016 – March 2018**
  - Responsible for assisting class teacher with activity preparation, classroom management, and housekeeping.
- **Sales Associate at ToysRus – April 2013 – December 2014**

## ESL RESOURCE PROJECT – EXEMPLAR RESUMES

- Responsible for selling toys and other **merchandise** to customers, as well as provide customer service.
- **Cashier at PetSmart – January 2010 – February 2013**
  - Responsible for completing customer **transactions**.

### Education and Certificates

---

- University of Lethbridge; Bachelors of Education in Physical Education – September 2014 – June 2016
- First AID certification

**Sara Banks (Bank Teller)**

4180 Robson St.

Vancouver, VB6 3K9

(604)-606-2285

Sara.banks@gmail.com

**Skills and Abilities**

---

- 1 year of customer service experience
- Bilingual in French and English
- Excellent communication skills
- Organizational skills

**Employment History**

---

- **Administrative Assistant at Innergex Renewable Energy Inc. – January 2015 – March 2017**
  - Responsible for providing **optimal** administrative support.
- **Customer Service Representative at Bell – April 2013 – December 2014**
  - Responsible for selling Bell products and addressing customer concerns.
- **Freelancer for Estée Lauder Companies– April 2013 – December 2014**
  - Responsible for providing personalized services for all customers.

**Education and Certificates**

---

- Bachelor of Business Administration in Corporate Finance; Trinity Western University – September 2014 – June 2016
- Certificate in personal banking from the Canadian Securities Institute



**Mark Davis (Lawyer)**

994 9<sup>th</sup> Ave

Lethbridge, T1J 2J7

(403)-388-4267

Mark.davis@gmail.com

### **Skills and Abilities**

---

- Received a high Law School Admission Test (LSAT) score
- Excellent communication skills
- Ability to work long hours
- Flexible
- Ability to work under pressure
- Excellent decision-making skills

### **Employment History**

---

- **Guidance Counselor – April 2013 – December 2014**
  - Provided counselling services to the student populations at different schools throughout Alberta.
- **Diversity Liaison Officer – January 2010 – February 2013**

## ESL RESOURCE PROJECT – EXEMPLAR RESUMES

- Responsible for maintaining health relationships between diverse groups in the community.

### Education and Certificates

---

- **Juris Doctor** degree from the University of Alberta Faculty of Law – September 2014 – June 2016
- Bachelor of Arts in Political Science from the University of Lethbridge – September 2009 – June 2013

**Mandy Brown (Sales Manager)**

4975 Granville St.

Halifax, B3J 1P3

(902)-412-9836

Mandy.brown@gmail.com

**Skills and Abilities**

---

- 5 years or retail experience
- 2 years of sales management experience
- Excellent communication skills
- Organizational skills
- Great leadership skills
- Ability to adapt to any situation

**Employment History**

---

- **Lifeguard – January 2015 – March 2017**
  - Responsible for watching over the swimming pool to make sure all swimmers are following the rules. Also responsible for saving lives.

## ESL RESOURCE PROJECT – EXEMPLAR RESUMES

- **Sales Manager at Sportchek – April 2013 – December 2014**
  - Responsible for providing customer service, and selling merchandise, as well as building relationships with customers and directing daily operations.
  
- **Sales Associate at Old Navy – January 2010 – February 2013**
  - Responsible for greeting customers, selling merchandise, and working on inventory.

### **Education and Certificates**

---

- Diploma in Business Administration from Mount Saint Vincent University, Halifax
- Standard first AID certification with CPR Level C
- National Lifeguard (NL) Waterfront Certification