

# John Doe

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13 Fake Ave.  
Sault Ste. Marie, ON, P6B 7V2

705-123-5678  
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## OBJECTIVE

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Highly motivated graduate, qualified for **Projects Assistant** position, eager to use communications experience, creative ability and technical skills to further develop student engagement at Algoma University.

## EMPLOYMENT HISTORY

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COMMUNITY LIVING ALGOMA, Sault Ste. Marie, ON July 2009 - Present

### **Projects and Communications Assistant**

- Supporting the Family Resource Centre by referring clients, parents, and staff to mental and developmental resources and services
- Edited and distributed press releases and pitches to local media outlets, securing positive coverage in multiple publications
- Developed and assisted in the delivery of an outreach program with weekly activities and games to encourage literacy and skill building for the children and youth

YMCA of Sault Ste. Marie, Sault Ste. Marie, ON Summer 2011

### **Day Camp Youth Leader**

- Planned and implemented safe and fun programs in accordance with YMCA standards, YMCA Child Protection policies and YMCA Healthy Child Development Principles
- Built meaningful relationships through positive daily interactions with program staff, partner organizations and colleagues
- Facilitated age appropriate games and crafts with enthusiasm, fostering a positive and safe atmosphere, inspiring others to succeed at the highest level

## EDUCATION

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ALGOMA UNIVERSITY, Sault Ste. Marie, ON April 2014

### **Bachelor of Business Administration – Marketing**

Representative Coursework: Advanced Marketing Planning; Marketing on the Internet; Marketing Communications

## COMMUNITY SERVICE

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BIG BROTHERS OF CANADA, Sault Ste. Marie, ON March 2009 – Present

### **Big Brother**

- Providing a role model and friend for boys and young men, instilling trust and self-confidence in order to make appropriate decisions
- Promoting the importance of staying in school and building healthy relationships with family and peers

## ADDITIONAL INFORMATION

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Computer Proficiency - Microsoft Suite, Audacity, Dreamweaver, Photoshop, Social Media  
Travel – Accustomed to travel and frequent relocation (father was a career military officer)  
Language – Advanced knowledge in oral and written French