

Jane Smith

123 Main Street
St. John's NL, A1E 4E7
(709) 555-1234
jane@resume.ca

Highlights of Qualifications

- Bachelor of Arts in Sociology and History
 - Presentation and communication skills, practiced continuously as a Teaching Assistant
 - Research, analytical and problem solving skills gained through course work
 - Interpersonal, organizational, and leadership skills sharpened by 3 years' experience as the President of the Sociology Society
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Education

Bachelor of Arts (Major: Sociology; minor: History) Sept. 2014 – May 2018
Memorial University, St. John's, NL

Work Experience

Invigilator/Teaching Assistant Sept. 2015 – March 2018
Department of Sociology, Memorial University

- Supervised 40 students for final examinations in History 3000
- Corrected students' assignments
- Recorded marks and reported to the Professor

Tour Guide April 2017 – Aug. 2017
City of St. John's, NL

- Developed and presented city tours for groups of tourists
- Led groups through historical sites
- Scheduled appointments for tours

Office Assistant April 2016 – Aug. 2016
Accounts Division, Department of Finance, Government of Newfoundland

- Formatted documents using WordPerfect, Excel, and MS Word
- Directed incoming calls and answered general inquires
- Processed data entry for attendance records and payroll direct deposit
- Created, maintained, and updated a filing database of 2,000 employees

Research Assistant Sept. 2015 – April 2016
Department of Sociology, Memorial University

- Conducted research via telephone surveys and interviews
- Analyzed research findings and submitted report on conclusions

Student Communicator Sept. 2015 – Dec. 2015
Alumni Affairs, Memorial University
• Promoted Opportunity Fund to Memorial alumni and updated the alumni database

Sales Associate June 2013 – Aug. 2015
Wal-Mart, St. John's, NL
• Provided quality service to customers and recorded inventory of products
• Worked cash register and balanced cash float

Volunteer Experience

President, Sociology Society Sept. 2016 – Apr. 2018
Memorial University
• Organized activities for students such as fundraisers, mixers and exam support
• Represented student body at meetings and during departmental events

Group Leader, Fall Orientation Sept. 2015
Memorial Student Affairs & Services
• Organized activities for first year students and their parents
• Co-led a group of new students around campus for tours and events

Interests/Achievements

- Dean's List May 2018
 - Memorial University Entrance Scholarship Sept. 2014
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References

Available upon request.