

# JOHN DOE

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[ABC@gmail.com](mailto:ABC@gmail.com)

Driven STEM Mentor with 3+ years' experience working with children in various environments. Skilled at building and developing relationships with children and their families. Experienced in coaching and guiding individuals of all ages and abilities to fulfill their new employment goals.

## EDUCATION

SEPT 2014-JUNE 2019

**BSC PSYCHOLOGY**, UBC OKANAGAN, KELOWNA BC

- Directed Studies in **Psychology (PSYO 381A)**: *Physiological, psychological, and social benefits of canine therapy: Findings uncovered in a directed studies literature review*
- Special Topics in **Psychology (PSYO 480K)**: Conducted, analyzed, and critically evaluated a counselling interview; acquired effective communication and interviewing skills and gained an understanding of what makes a counselling interview effective (especially in terms of facilitating motivation and positive growth)

## SKILLS

- High level of patience with immense love and compassion for families and children
- Excellent communication and interpersonal skills
- Ability to learn in a fast pace environment
- Excellent problem solving skills
- Efficient in offering a safe environment for families and children
- Ability to work under pressure
- Team oriented worker
- Proficient job assessment skills

## PROFESSIONAL EXPERIENCE

DEC 2018 – PRESENT

**S.T.E.M. MENTOR**, S.T.E.M. LEARNING LAB, KELOWNA BC

Running after school programs that includes setting up and ensuring equipment is in good condition and ready to use; creating and delivering curriculum based on the theme of each class; ensuring the health and safety needs of children are met and all health and safety issues are dealt with immediately and appropriately; participated in professional development including staff meetings, workshops and training when offered.

MAY 15<sup>TH</sup> 2018 – DEC 21<sup>ST</sup> 2018

**SCHOOL AGE CARE WORKER**, CLUBHOUSE CHILDCARE CENTER, KELOWNA BC

Helping implement and plan quality programs for young children; maintain healthy relationships and communicate effectively and respectfully with children, families and colleagues; demonstrate understanding of and respect for the competency of children

OCT 16<sup>TH</sup> 2018 – NOV 2018

**RESEARCH ASSISTANT**, B.A.R.K./BOYS & GIRLS CLUB, UBC OKANAGAN

Six-week program called “Building Confidence through K9s” to help mentor children between the ages of 5-12 while building leadership and social skills while in the presence of therapeutic canines; assisting in set up, clean up and helping kids with activities

SEPTEMBER 5<sup>TH</sup> 2017 – APRIL 26<sup>TH</sup> 2018

**FRONT DESK ASSOCIATE**, UBC OKANAGAN HOUSING, KELOWNA BC

Sorting and delivering residence mail, answering in person and phone inquiries at the front desk, taking payments and handing out parcels

MAY – AUGUST 2016

**WAREHOUSE ASSOCIATE**, WESTERN RICE MILLS, RICHMOND BC

Organizing and distributing rice, keep warehouse clean and organized daily, and receiving, unloading and placing incoming inventory items appropriately; verify purchase orders and invoices against delivery

AUGUST 24<sup>TH</sup> 2014 – APRIL 29<sup>TH</sup> 2015

**RESIDENCE ADVISOR**, REZLIFE UBC OKANAGAN, KELOWNA BC

Developed, coordinated and maintained a program within the community and provided a positive intellectual, emotional and social living environment for students

## COMMUNITY/VOLUNTEER INVOLVEMENT

SEPT 2017– PRESENT

**VOLUNTEER**, B.A.R.K., UBC OKANAGAN, KELOWNA BC

Helping maintain safe environments for students, staff and faculty who undergo homesickness and stress, in the university community; leading programs such as drop in sessions and B.A.R.K2GO on campus for students and faculty; taking part in intervention studies in which students are paired up with therapy dogs pre-, post- and follow-up assessments to determine students’ well-being

JAN 2019 – PRESENT

**JOB COACH**, ACADEMIC ADVISING, UBC OKANAGAN, KELOWNA BC

Coaching students on resume-writing skills at weekly open house hours; quickly and efficiently compose examples of strong accomplishment statements for resume bullets; promote their services to relevant clubs, student course unions, etc. on campus using social media and other tools; support the set up, hosting, and take down of select career events when possible.

NOV 2018 – APRIL 2019

**NALOXONE MENTOR/TRAINER**, S.H.A.R.P., UBC OKANAGAN

Student group aimed at promoting a healthy campus culture, and facilitating dialogue regarding safe and sensible drug use; extensively trained on the opioid crisis and related harms, preventative strategies, harm reduction strategies, and Naloxone administration; been able to

impact a broader school community training students and faculty through a “pop-up” booth once a week

**MAR 2018 – PRESENT**

**CRISIS RESPONDER, CRISIS TEXT LINE, CANADA**

Answering texts from people in crisis and bringing them from a hot to a cool calm moment through active listening, collaborative problem solving, and safety planning; committing a minimum of 4 hrs/week through a total of 200 working hours

**SEPT 2018 – APRIL 4<sup>TH</sup> 2019**

**SOCIAL MEDIA COORDINATOR, ACADEMIC ADVISING, UBC OKANAGAN**

Create, update, and monitor social media platforms relevant to Academic Advising and the Advising & Involvement (AIC) Centre; generate increased social media interest; promote Advising and AIC events; review and provide feedback to improve the Academic Advising website

**SEPT – DEC 2018**

**RESEARCH ASSISTANT, HEALTH PSYCHOLOGY LAB, KELOWNA BC**

Helped run participants through experimental procedures in a laboratory setting, while observing and analyzing findings; analyzed and organized experimental data on Microsoft Excel and SPSS; organized and maintained the study space and assessment tools and materials

**OCT 10<sup>TH</sup> – NOV 2017**

**VOLUNTEER, BOYS & GIRLS CLUB/B.A.R.K., KELOWNA BC**

Program based work through directed studies research project; worked with low-income children and therapeutic canines; assisted in clean up and helping kids with activities

**JUNE 6<sup>TH</sup> – AUGUST 29<sup>TH</sup> 2017**

**SHELTER VOLUNTEER, ROOTS YOUTH HOMELESS SHELTER, SEATTLE WA**

Built a community and fostered dignity through access to essential services; and place to sleep for young adults experiencing homelessness

**SEPT 6<sup>TH</sup> – SEPT 7<sup>TH</sup> 2016**

**ORIENTATION LEADER, CREATE ORIENTATION, KELOWNA BC**

Assisted in welcoming new-to-UBC students transitioning into the university lifestyle and giving information on what the campus has to offer.

**MAY 25<sup>TH</sup> 2015 – AUGUST 25<sup>TH</sup> 2016**

**SHELTER VOLUNTEER, INN FROM THE COLD, KELOWNA BC**

Providing safe, non-judgmental, and welcoming shelter for men and women, transgender, couples, pets, and individuals with various barriers during Kelowna’s winter months.