

Sample Résumés

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John Doe, P. Eng

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Objective	I am seeking a law student position at Fasken Martineau to develop my legal skills and make a positive contribution to the company.		
Education	2011-Present	University of Calgary	Calgary, AB
	<ul style="list-style-type: none">• First year law student.• Member of Student Legal Assistance (SLA)		
	2003-2008	University of British Columbia	Vancouver, BC
	<ul style="list-style-type: none">• Graduated with a BAsC in Geological Engineering.		
Experience	Nov 2010 — Aug 2011	Apache Canada (Formerly BP)	Calgary, AB
	Facilities Engineer		
	<ul style="list-style-type: none">• Provided operations with engineering support in the House Mountain, Belloy and Snipe Lake oil fields. It included developing HYSYS models to optimize TEG circulation rates, calculating hydrate curves and optimizing the Sulfinol process.• Managed third party engineering consultants to complete engineering on failed pipelines, pipeline replacements, installation of new oil and gas facilities and preliminary scoping studies.		
	May 2008 — Nov 2010	BP Canada Energy	Conidin/Slave Lake, AB
	Feld Facilities Engineer		
	<ul style="list-style-type: none">• Developed engineering designs and led HAZOP studies for gas facility modifications at the Kirby North, Kirby South, Leismer, St. Lina and Marten Hills fields.• Travelled to the field locations on a weekly basis and interacted with field foremen, construction foremen, operations, electrical and maintenance staff. This was to coordinate timely, accurate, safe and cost effective delivery of projects.• Proficient in creating steady state and dynamic models in HYSYS to anticipate the effects of facility modifications.• Participated in incident investigations using root cause failure analysis techniques. Resolved engineering action items which resulted from these studies.• Provided project and engineering guidance to new graduates.		
	Jan 2007 — Aug 2007	EnCana Corporation	Calgary, AB
	Student Reservoir Engineer		
	<ul style="list-style-type: none">• Developed a method using Fekete software to assess the potential for irifill drilling. Created well simulations in CMG to confirm my hypothesis.• Submitted a Good Engineering Practice Application for an area of 19001=2. The major components of the application were an OGIP map, isobaric map, reservoir properties, geological discussion and an estimate of the ultimate reserves.		

May 2006 — Aug 2006 **EnCana Corporation** Brooks, AB

Feld Student Engineer

- Introduced to plant operations by observing/performing compressor startups, engine overhauls, logging plants, welding, repairing wells, inspecting leases, flow testing wells, swabbing, spinner logs and many other tasks carried out by plant operators. Learned to communicate effectively with field staff.
- Helped to develop a swabbing program for the Tide Lake area by estimating the rate of water inflow back into the well. Utilized structure maps, well logs and core logs to gain an understanding of the subsurface geology in the area.

May 2005 — Dec 2005 **Sunstone Projects** Calgary, AB

Student Project Engineer

- Acquired pricing and technical specifications from vendors.
- Assisted the Project Engineer with selecting the routing for a 400 km long pipeline in Alberta. Marked up topographical maps and coordinated updates with the drafting department.
- Designed various civil structures for supporting pipes, vessels and other mechanical equipment at several pumping stations and saved the company \$100,000 on a pile driving project.

2003-2005 **UBC Golf Club** Vancouver, BC

Volunteer — Lead Golf Instructor

- Provided guidance for fellow students wanting to improve their golf game.
- Organized tournaments, clinics and prizes.

Golf, football, soccer, rugby, badminton, snowboarding, and photography.

Interests

Safety Training

Valid certificates for training in H2S, fire fighter 2, respiratory protection, gas testing, confined space entry, safety awareness, transportation of dangerous goods, WHMIS, level 1 first aid, ATV training and defensive driving.

Associations

"Professional Engineer" Member of Association of Professional Engineers and Geologists of Alberta (APEGGA), Vice President of the CSPG Student Chapter at UBC, Special Needs Coordinator and Club Room Coordinator for the Geological Engineering Club and Captain of the Georox Soccer/Football

Software

Microsoft Office Suite (Excel, Word, PowerPoint, etc.), HYSYS, SCADA, Maximo, Fekete F.A.S.T. Rate Transient Analysis (RTA), CMG Modeling Software, Geoscout, Geographix, OFM, Infoview, Production Volume Recording (PVR), AFE Navigator, Dips and SWedge.

*References available upon request

John A Doe

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- Juris Doctor/Masters of Business Administration, University of Calgary Expected 2014
- Bachelor of Commerce, Dalhousie University 2003-2007
- Personal Financial Planning Course (CSI) 2008
- Canadian Securities Course (CSI) 2006

WORK EXPERIENCE

Financial Advisor January 2009 — July 2010

Scotiabank, Calgary, AB

- Created financial plans with a focus in such areas as investing and will and estate planning
- Contributed to branch success through meeting negotiated goals
- Provided leadership and mentorship to branch staff
- Managed portfolio for over 500 assigned clients
- Delivered presentations on state of financial markets

Senior Personal Banking Officer June 2008 — January 2009

Scotiabank, Calgary, AB

- Analyzed client's borrowing strategies
- Developed and managed customer relationships
- Established key centres of influence and external contacts
- Supervised and assisted in training of new branch staff

Personal Banking Officer June 2007 — June 2008

Scotiabank, Calgary, AB

- Assisted walk-in customers with their transactional needs
- Recognized referral opportunities
- Adapted to banking environment through mentors and various courses
- Engaged service and support staff to work with the sales department

Co-founder, President October 2006 — May 2007

Educated Edge, Halifax, NS

- Wrote and presented business plan to faculty members including Vice President of Academics
- Ran day-to-day operations of business including monitoring and reviewing
- Hired and managed 7 employees providing support and leadership
- Identified and developed key business contacts

Business Manager August 2005 — December 2005

O'Regan's Kia, Halifax, NS

- Worked with banks to obtain financing for clients
- Advised on borrowing and protection strategy for clients in relation to car purchases
- Introduced a new application process used by many colleagues

VOLUNTEER EXPERIENCE

Team Leader June 2009 — July 2010

United Way, Calgary, AB

- Organized and coordinated branch events to raise money
- Attended conferences on behalf of Scotiabank branch
- Scheduled guest speakers to educate on the topic

Team Leader June 2009

Relay for Life, Calgary, AB

- Assembled a team of volunteers from a Scotiabank branch
- Handled administrative duties of collecting and forwarding funds
- Worked with branch team to develop new fundraising ideas

Instructor January— February 2009

Junior Achievement, Calgary, AB

- Prepared and delivered class presentation to Grade Nine students
- Educated students on basic financial concepts
- Commanded attention and participation of Grade Nine Class for four hour session

Vice President September 2004 — January 2005

Advancing Canadian Entrepreneurship Dalhousie University, Halifax, NS

- Recruited and assembled Dalhousie Advancing Canadian Entrepreneurship Team
- Organized and ran information sessions for prospective members
- Provided leadership and daily management of team
- Ran initiatives to better educate entrepreneurship

EXTRA-CURRICULAR ACTIVITIES

- Student Legal Assistance, University of Calgary September 2010 — Present
- Scotiabank Applause Champion, Calgary November 2008 — October 2009
- Scotiabank Macleod Centre Social Committee, Calgary 2009 July 2008 — July 2010
- Crusaders Hockey, Superleagues, Calgary September 2007 — Present
- Calgary Sports and Social Club Softball, Calgary May 2009 — June 2009
- PriceWaterhouseCoopers Hockey Team, Halifax 2005

AWARDS AND SCHOLARSHIPS

- Scotiabank Best of the Best Winner 2009
- Superleagues Hockey MVP 2009
- Scotiabank Best of the Best Winner 2008
- Entrance Scholarship, Dalhousie University 2003
- Ashbury College Football Offensive MVP 2002

ACTIVITIES AND INTERESTS

- Played and coached sports for several years and currently playing for the Crusaders of the Calgary Superleagues
- Go on annual trip with the same three friends each year to a different American city
- Being active in community and currently volunteering in the Stick It to Prostate Cancer Event

Jane Doe

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555.555.5555

EDUCATION

Osgoode Hall Law School at York University, Toronto, Ontario

Juris Doctor Candidate 2014

2011 – Present

- Mediation Intensive Clinical Program 2012 – 2013
 - Accepted into a select program where participants receive training to become a certified community mediator.
 - Participants conduct community and Small Claims Court mediations, provide education on conflict prevention and resolution, design and carry out a community engagement project.
- Monash University at the Prato Centre, Italy June 2012
 - International Comparative Family Law
- Frozen Osgoode Open Moot February 2012
- Fraser Milner Casgrain Negotiation Competition March 2012

Trinity College at the University of Toronto, Toronto, Ontario

2007 – 2011

Honours Bachelor of Arts, double major in English and Women & Gender Studies

ACADEMIC AWARDS

College Scholar, Trinity College

2011

Dean's List, Trinity College

2007 – 2011

L.C.A. Hodgins Scholarship for Excellence in English, Trinity College

2008 – 2009

The Helen Gregory MacGill Prize in Women's Studies, University of Toronto

2007 – 2008

Entrance Scholarship, Trinity College

2007

EMPLOYMENT

Parks, Forestry & Recreation, City of Mississauga

Assistant Supervisor of Aquatics (part-time)

2009 – 2012

- Effectively led a team of ten staff, performed timely evaluation, managed employee relations, directed department communication and meeting facilitation, executed facility scheduling.
- Developed creative training programs to provide orientation to new and experienced staff, conveyed policies and procedures, and enhance staff competence.
- Collaborated with community service providers on cross-departmental projects to deliver robust programming for different age groups and participant needs.
- Demonstrated resilience and calm in crisis situations and provided maximum safety for participants resulting in no serious incidents.

Lifeguard and Swimming Instructor

2005 – 2009

- Instructed various programming to over 150 children and adults per year, adapted existing programs to integrate children with special needs, managed communications with parents and guardians.
- Successfully communicated and worked cohesively with colleagues to execute emergency response strategies and provide first aid treatment.

Lululemon Athletica, Toronto, Ontario 2008 – 2010
Associate

- Prepared daily cash and sales reconciliation, conducted receiving and inventory, and managed customer returns.
 - Effectively resolved problems and provided personal product recommendations for special customer needs.
-

COMMUNITY AND VOLUNTEERISM

Osgoode Women's Network, Osgoode Hall Law School 2012 – Present
Meeting Chair & Secretary

- Part of an executive that plan events to connect female students with lawyers.
- Establish and communicate priorities and the agenda, develop action plans, take and distribute minutes to general membership.

Osgoode Orientation, Osgoode Hall Law School September 2012

- Support and accompany incoming students to their first week at law school through events and communication sessions.

Community and Legal Aid Services Programme, Osgoode Hall Law School 2011 – Present
Caseworker and Intake Volunteer

- Immigration Division caseworker: conduct legal research, retainer meetings, and client interviews in order to provide legal access to refugees.
- Intake volunteer: perform client screening and intake interviews, appointment scheduling, data entry, and respond to telephone and walk-in prospective client inquiries for all services.

Future Possibilities for Kids, Toronto, Ontario 2010 – Present
KidCoach

- Act as an assigned coach and mentor to a child from an at-risk neighbourhood assisting them to build self-esteem, work through challenges, and progress through a curriculum designed to identify their leadership potential.

Humanities for Humanity, Trinity College, University of Toronto 2010 – 2011
Mentor

- Acted as a student mentor and discussion facilitator in an evening learning program for youth and adults who were unable to attend post-secondary educational institutions due to socioeconomic barriers.
-

SKILLS AND INTERESTS

- Intermediate oral and written French
- Royal Conservatory of Music Grade VIII Piano, Grade III Musical Theory
- Standard First Aid with CPR-C certified, Targeted Automated External Defibrillator (AED) Site Responder
- Travel (Morocco, Croatia, Italy, Spain, France, Great Britain, East and West coasts of Canada)
- Hot yoga, swimming, running, sailing
- Avid baker

JANE DOE

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EDUCATION

2011-Present **Juris Doctor Candidate (2014)**

UNIVERSITY OF WINDSOR

- Exchange: MONASH UNIVERSITY, Kuala Lumpur, Malaysia (Summer 2012)
- Award: "Pass with Distinction" for Legal Research & Writing Moot (2012)

2005-2009 **BScE, Electrical Engineering (2009)**

QUEEN'S UNIVERSITY

- Graduated with Second Class Honours (2009)
- Awards: Dean's Entry Scholarship (2005), Dean's List (2006)

EMPLOYMENT EXPERIENCE

2009-2011 **Electrical Engineer**

ABC INC.

- Worked at an international research and development consulting firm in the Distribution Asset Management group within the Transmission and Distribution Technology group
- Presented a research project at the Canadian DALCM Conference in Ottawa
- Led multiple projects in the electrical power industry, including Asset Management, Asset Condition Assessments, Asset Amortization Analysis, IFRS, Arc Hazard Analysis, Distributed Generation Projects (including Connection Impact Assessments for FIT), and Failure Investigation (Fuses, Cables, etc)
- Led meetings with clients, managed technical staff, and met billable hour targets

2010-2011 **Sole Proprietor**

XYZ TUTORING

- Developed a sole proprietorship tutoring business, taught mathematics and science to grade 7-12 students, hired tutors, and organized scheduling with students

Summer 2008 **Electrical Engineering Intern**

ALBERTA INC.

- Worked at an electrical distribution utility to update their grid models using software
- Developed transmission planning projects, five year forecasts, customer planning, large area planning, and created development documents for the Alberta Energy Board

Summer 2006 **Law Clerk**

ABC BARRISTERS

- Served documents and prepared affidavits and statements of claim
- Communicated with clients, defense lawyers, insurance companies, doctors, and health specialists to prepare case briefs

Summer 2005, **Counselor, Activity Head, Outdoor Education Instructor**

2006 & 2007
123 SUMMER CAMP

- Managed a staff of 8 counselors and taught wilderness survival skills to campers and staff

EXTRACURRICULAR ACTIVITIES

- 2012-Present **Co-Chair**, EXTERNAL OUTREACH COMMITTEE
- Organize events and a committee that encourages students to get involved in the Windsor community outside the Law School
 - Committee initiatives: Soup Kitchen, Boys and Girls Club, Fashion Show, Cross Professional Night, and Parkinson's Walk
- 2011-Present **Member**, STUDENT LAW SOCIETY
- Member, Law Games 2013 Committee and Social Committee
 - Leader, Social Orientation 2012
- 2007-2008 **Science Formal Convener**, QUEEN'S ENGINEERING SOCIETY
- Led a yearlong project and a committee of 5 Chairs, 15 Managers, 100 Designers, Security, Engineers, and Construction companies to convert a 7-room Hall into The Queen's Science Formal (mentioned on David Letterman's Top 10 University Black Tie Events)
 - Had an \$80,000 budget to build 2 three story tree houses and a 2 storey airplane inside the Hall, had 3 bands and 5 DJs playing inside the student-built structure
- 2005-2008 **Athlete & Coach**, VARSITY SYNCHRONIZED SWIMMING TEAM
- Award: Golden Q Award for Queen's Competitive Varsity Athletes
- Trained four days a week and oversaw choreography of a National competition routine

COMMUNITY INVOLVEMENT

- 2011-2012 **Caseworker**, COMMUNITY LEGAL AID
- Conducted client intakes, legal research and trial preparation
- 2011-2012 **Volunteer**, WINDSOR BOYS AND GIRLS CLUB
- Volunteered at the after-school program, and was on the committee to run a movie night
- 2010-2011 **Coach**, TORONTO SYNCHRONIZED SWIMMING CLUB
- Coached girls ages 8-11 in competitive synchronized swimming (paid position)
- 2005-2009 **Volunteer**, WOMEN IN SCIENCE AND ENGINEERING (Queen's Chapter)
- Ran science projects, experiments and lessons for girl guide groups in Kingston

SKILLS & INTERESTS

Professional Development

- Engineer-in-Training registered with Professional Engineers Ontario to obtain PEng qualification
- Completed Professional Practitioner's Exam on Legal and Ethical Issues for Engineers (April 2010)
- Computer Skills & Programming: Microsoft Office, Excel, Visual Basic, C, Java, Turing, machine coding

Athletics & Recreation

Running (Toronto Half Marathon, Sporting Life 10 km), canoe trips (Algonquin Park, Temagami, Coloungue River), ski trips (Panorama, Whistler, Tremblant, Jay Peaks), scuba diving (Cambodia, Brunei), road biking, tennis, golf

Travel

Cuba, England, France, Switzerland, Spain, Italy, Greece, Croatia, Czech Republic, Austria, Vietnam, Cambodia, Thailand, Malaysia, Brunei, Philippines, Indonesia

Jane Doe

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EDUCATION

- Sept. 2011 – Present** **Juris Doctor Candidate (2014), Osgoode Hall Law School, Toronto, ON**
- Sept. 2006 – Apr. 2010** **Honours Bachelor of Commerce (B.Comm), University of Toronto, Toronto, ON**
- Graduated with Honours with a specialization in Finance
 - University of Toronto Entrance Scholarship – Entrance Average 90-94.9%
 - Dean’s List Scholarship – Academic Average of 80.0% or above
 - Johnson & Johnson Award – Participation in Exchange Program to Hong Kong
- Jan. 2009 – April. 2009** **International Exchange, Hong Kong University, Hong Kong**
- Completed a four-month International Study Abroad Program in Hong Kong focusing on Business Courses from an Asia-Pacific perspective

WORK EXPERIENCE

- May 2012 – Aug. 2012** **Associate, MINT Commercial Banking, Toronto, ON**
- Oct. 2010 – Aug. 2011**
- Collaborated with a Relationship Manager and Credit Manager to underwrite credit analyses for corporations (deal size ranging from \$250K to \$15M) across several industries including legal, financial services, mining, and healthcare
 - Conducted due diligence of companies by reviewing financial statements, interviewing principal members, discussing cash flow management, and applying internal financial models to assign credit ratings and to provide recommendations
 - Worked closely with MINT Legal and outside counsel to obtain the required security documents for our mutual clients
 - Attended client meetings to maintain strong rapport with existing clients and to solicit new business
- July 2010 – Sept. 2010** **Financial Analyst – Tax and Accounting Division, ABC Canada Inc., Toronto, ON**
- Key analyst in assisting Finance Manager and Director with developing the company’s annual benefit budget
 - Monitored and maintained cash/debt balances and foreign exchange maturities on a daily basis
 - Co-chaired the Mentoring Program Committee and headed the launch of ABC Canada Inc.’s North American Mentoring Program by giving a company-wide presentation, overseeing the registration process, and acting as the general spokesperson for the program
- Jan. 2010 – Apr. 2010** **Teaching Assistant – Intro to Business, University of Toronto, Toronto, ON**
- Prepared and led weekly tutorials and held office hours for students seeking additional understanding of the course
 - Acted as a key liaison and effectively communicated course-related matters between students and the Professor
 - Responsible for grading assignments, exams, and evaluating presentations

May 2009 – Aug. 2009

Financial Analyst, ABC Canada Inc., Toronto, ON

- Led a 4-month long project to reduce ABC's working capital which resulted in savings of over \$5 million; personally presented results to the VP of Finance
- Strengthened analytical skills by using Excel to drill down large quantities of data, generate graphs, and produce comprehensive monthly and quarterly treasury reports to support management analysis

EXTRA-CURRICULAR ACTIVITIES

Apr. 2012 – Present

Vice President of Finance, Osgoode Law Students Society (LSS)

- Responsible for controlling the funds, assets, and property of the LSS: including maintaining accurate records of all LSS spending, managing the disbursement of funds according to the budget, overseeing the club funding process, and maintaining financial transparency
- Acting as key advisor to each of the year treasurers and various committees

Sept. 2011 – Present

Executive Member, Osgoode Corporate Law Club (CLC)

- Organized an all-day firm tour allowing first-year students to connect with several Bay Street law firms

Sept. 2011 – Present

Fundraising Coordinator, Osgoode Law Cancer Society (OLCS)

- Responsible for leading the Committee's various fundraising projects to promote awareness for cancer research within the Osgoode community including a book sale and annual charity race

Jan. 2012 – Present

Osgoode Hockey, Osgoode Intramural Sports

- Member of an intramural Hockey team

May 2012 – Sept. 2012

Member, Team "Batter Up", Weekly Sports Club

- Attended weekly practice and competed intermediately in a regional softball league in the Greater Toronto Area

Nov. 2008 – Dec. 2008

Delegate, University of Toronto Finance Association Conference (TFAC)

- Executed superior trading strategy to place first in simulated stock exchange at the old Toronto Stock Exchange building
- Attended a series of panels, speeches, and networking events led by executives of the Financial Industry

Sept. 2008 – Dec. 2008

Team Captain, University of Toronto Intramural Indoor Soccer

- Motivated and led the 2010 team to play a successful season

ADDITIONAL INFORMATION / PERSONAL INTERESTS

- Lived and studied in Hong Kong for 4 months while traveling around Southeast Asia including Malaysia, Thailand, Vietnam, Laos, Singapore, and Indonesia.
- Accomplished pianist – Obtained Grade 10 Piano Degree (Honours) with the Royal Conservatory of Music
- Theatre, Travel, Skydiving, Yoga.

JANE K. DOE

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EDUCATION

- Dalhousie Law School, Halifax, Nova Scotia** 2001 – Present
Currently in second year of the Bachelor of Laws Program. Expected graduation: May 2004
- Wilfred Laurier University, Waterloo, Ontario** 1996 – 1998
Master of Arts, Major in History
Graduate Scholarship
- University of Western Ontario, London, Ontario** 1991 – 1995
Bachelor of Arts, Major in History
Entrance Scholarship
- Université Canadienne en France, Nice, France** 1993 – 1994
European history and the French language

WORK EXPERIENCE

- Jones & Jones LLP, Waterloo, Ontario** May 2002 – Present
Student-at-Law
Full-time summer student in a firm specializing in Corporate/Commercial and Litigation law
- GEOS Language Corporation, Osaka, Japan** April 2000 – August 2001
English Teacher
Taught English as a second language to students of all ages, from elementary schoolchildren to executives of Japanese corporations. Effectively prepared students for foreign university examination and overseas work positions. Interviewed prospective students, provided student counselling and encouraged students to renew contracts
- Need Help Personnel, Toronto, Ontario** Sept. 1999 – April 2000
Personnel Consultant
Conducted interviews, resume screening and job search seminars for prospective applicants. Prescreened applicants to client's specifications for both temporary and permanent placements. Assisted in the development of a new client base through prospecting, sales calls and presentations
- ABCDE Technology, Montreal, Quebec** May 1999 – August 1999
Human Resources Trainee, Generalist Position
Contract position assigned to the development of job descriptions and salary specifications for an employee base of 600. Conducted interviews and resume screening, reporting to the Director of Human Resources
- Jump Café and Bar, Toronto, Ontario** Sept. 1998 – April 1999
Bartender and Server
Provided service in a high profile, fine dining restaurant. Given additional responsibilities of training new staff and daily bar inventory and ordering

WORK EXPERIENCE continued

Wilfred Laurier University, Waterloo, Ontario **Sept. 1997 – May 1998**
Teaching Assistant
 Assisted professor with course planning and marking. Solely responsible for conducting biweekly seminars for 25 students and staffing office hours

Air Transat, Toronto, Ontario **Seasonally 1995 – 1997**
Flight Attendant
 Responsible for safety and comfort of passengers on domestic and overseas flights

EXTRACURRICULAR ACTIVITIES

Dalhousie Law School, Executive Vice President **May 2002 – Present**
 Elected position. Liaison between students and faculty, co-ordination of events at the law school and organizational role reporting to the President

Pro Bono Students Canada, Halifax, Nova Scotia **Sept. 2001 – Present**
 Matched with a women's shelter to provide law-related support, including research and production of a publishable report on funding needs and government cutbacks, presenting workshops and attending court sessions with residents. Weekly commitment of three to five hours

Dalhousie Law School, Community Outreach **Sept. 2001 – Present**
 Provided support for community programs including food drives, a weekly soup kitchen and fundraising

Dalhousie Law Journal **Sept. 2001 – Present**
 Citations editor and member of the reading group responsible for reviewing submissions and advising editorial staff

Dalhousie Law School, Academic Committee **Sept. 2001 – June 2002**
 Member of the Law Students' Board of Directors. Responsible for considering proposals for new courses, reviewing existing course structure and content and advising the Dean and Faculty Council on curriculum and marking structures

Big Sisters, Waterloo, Ontario **Jan. 1997 – April 2000**
 Involved in a Big Sister/Little Sister match. A minimum weekly commitment of three hours

Toronto Public Library, Literacy Program, Toronto, Ontario **Sept. 1999 – April 2000**
 On a weekly basis met with a six year old child in activities designed to promote enjoyment of reading and an increase in reading and writing skills

Terry Fox Run Chairperson, Nice, France **Sept. 1993 – May 1994**
 Co-ordinated a French version of the Terry Fox Run. Raised \$15,000 that was equally divided between L'Institute Curie in Paris and the Canadian Cancer Society. Organized sponsorship by Air Canada, Air France and Evian. Communicated in French with the local media to promote the race

ADDITIONAL SKILLS/INTERESTS

- Fluency in oral and written French
- Royal Conservatory Grade 10 Violin, Grade 8 Piano
- Cycling, drawing and horseback riding

OTHER PROFESSIONAL EXPERIENCE

Project Manager, Project Services

2008 - 2011

XYZ Co., Mississauga, ON

- Managed and coordinated XYZ personnel, consultants and contractors, in developing engineering designs, securing government permits, and executing construction.
- Worked in conjunction with the XYZ Real Estate Department to negotiate and secure land agreements with owners of properties adjacent to project work.
- Managed risk assessment process including performing risk analysis, chairing risk assessment meetings, and developing risk mitigation plans.
- Managed the procurement process from the drafting of the Request for Proposal through tendering, bid evaluation and formal award recommendation.
- Coordinated with supervisors of XYZ's unionized employees to ensure all work being planned was in compliance with the union's Collective Bargaining Agreement.
- Supervised and monitored project budgets and communicated final budget projections to XYZ executive.
- Negotiated resolution of claims submitted by the contractor.

Internal Design Engineer

2007 - 2008

ABC Consulting Engineers, Ottawa, ON

- Completed engineering designs and conducted engineering investigations.
- Corresponded with clients during design process to ensure their needs were being met.
- Compiled and drafted portions of design briefs, memoranda, and contract documents.

Assistant Contract Administrator

2006 - 2007

ABC Consulting Engineers, Ottawa, ON

- Ensured all requirements of the contract were adhered to and enforced.
- Coordinated inspectors to ensure all areas of the project were monitored.
- Acted as the liaison between the Ministry of Transportation Ontario (MTO), contractor, designers, and general public.
- Worked with property owners whose land had been expropriated by the Province of Ontario to ensure all terms of their agreements were met and positive relations were maintained.
- Completed day-to-day duties including: the drafting and issuing of Site Instructions to the contractor; participating in onsite design resolution; and tending to any technical or logistical issues which arose.
- Drafted memoranda to the MTO outlining project status, areas of concerns, and suggested actions.
- Negotiated contract claims submitted by the contractor.

Co-Founder

2003 - 2004

ABCDE.ca, Kingston, ON

- Aided in the development of the business plan and website.
- Secured agreements with wholesalers to supply posters and shipment material.
- Implemented marketing research through online surveys sent to university students across Canada.
- Implemented advertising strategies and assisted with the execution of daily operations.

PERSONAL INTERESTS

- I am a passionate hockey fan.
- I enjoy pleasure reading. My favorite author is Ernest Hemmingway.
- I enjoy exploring the Toronto food scene.
- I enjoy backpacking and traveling to different parts of the world. I have visited Europe, Korea, Hong Kong and Thailand.
- I enjoy being physically active by running or playing sports such as beach volleyball.

Jane Doe

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EDUCATION

The University of Western Ontario, London, ON

JD Candidate, 2014

Dean's Honour List

Columbia University, New York, NY

Masters of Science in Social Work, May 2011 (GPA: 3.8)

Concentration: Social Enterprise Administration

New York University, New York, NY

B.A. in Sociology, Minor in Social Work, May 2009 (GPA: 3.5)

Dean's Honor List (Fall 2005, Academic years of 2007 to 2009)

NYU in Florence, Florence, Italy

Coursework in Social & Cultural Foundations of the West and Art History, September 2005 – May 2006

EMPLOYMENT

Teaching Assistant – Tort Law Small Group, London, ON

September 2012 – Present

Student Supervisor – Community Legal Services, London, ON

May 2012 – Present

- Carriage of numerous files, spanning multiple practice areas
- Supervise Litigation Practice students in the management of files
- Supervise Associate Caseworkers in conducting client intakes

Student Coordinator – Dispute Resolution Centre, London, ON

May 2012 – Present

- Conduct mediation client intakes and mediations within the London and Middlesex communities
- Supervise mediation and negotiation interns
- Oversee all of the Dispute Resolution Centre's community outreach projects
- Assisted in the development of negotiation and mediation certificate curriculum

Internship at ABC Limited, Toronto, ON

June 2011 – August 2011

- Assisted in the development of a new compensation program that is being implemented globally
- Participated in the development of a new Canadian flexible benefits plan
- Revitalized and rebranded new employee on-boarding and orientation process

Internship at ABC Solutions, New York, NY

September 2010 – May 2011

- Worked with community based public health organizations to implement new media strategies into service delivery models
- Worked with at-risk youth populations to develop peer-to-peer new media messages and Public Service Announcements
- Created Needs Assessment surveys, Pre and Post Evaluation Instruments, and Satisfaction and Impact surveys

Internship at ABC House, Harlem, NY

September 2009 – May 2010

- Managed caseload of adults with severe and persistent mental illness in a residence facility
- Developed and facilitated a social action group, enabling residents to advocate on their own behalf
- Performed residential service duties such as administering medication, conducting residence and apartment checks, and crisis management

Internship at ABC Law Office, Aurora, ON

May – August 2010; May – August 2009

- Completed administrative duties
- Participated in on-site visits, attended meetings and received mentorship

VOLUNTEER WORK AND EXTRACURRICULAR ACTIVITIES

Associate Caseworker – Community Legal Services, London, ON October 2011 – April 2012

- Attended a duty hour, every other week
- Conducted client intakes

Mediation Intern – Dispute Resolution Centre, London, ON October 2011 – April 2012

- Completed Certificate in Community Mediation, with distinction
- Managed two community projects: facilitated mediation modules with undergraduate students and organized a speaker series event with an expert in the field of Alternative Dispute Resolution for law students

1st Year Representative – Student Legal Society, London, ON October 2011 – April 2012

- Initiated, publicized and moderated an exam preparation panel attended by all 1st year law students.

Mentoring ABC, New York, NY September 2008 – April 2009

- Mentored an underprivileged teenage girl living in a transitional home. Provided coaching and support, helped with homework and motivated her to pursue academic interests and finish high school

ABC Solutions, San Carlos, Costa Rica May 2008 – July 2008

- Worked as a volunteer in Costa Rica as a full time ESL teacher for members of a women's empowerment organization. Focus of the language classes was to enable them to increase the sale of their handmade crafts to tourists

RESEARCH, PAPERS AND AWARDS

BLG Client Consultation Competition

November 2011

- Winner of competition against 29 teams
- Represented law school at National competition in February 2012. Finished as a semi-finalist

“Women in the Military: A Multi-Systemic Analysis of a Marginalized Population”

March 2011 – May 2011

- Conducted research on the experience of women in the military in the current war zones of Iraq and Afghanistan
- Presented research to committee of professors at the School of Social Work at Columbia University

“The Role of Segregation in the Breakdown of Social Capital”

September 2008 – April 2009

- Conducted research on social capital and its effects on educational and occupational attainment within isolated, economically deprived neighborhoods

NYU Undergraduate Research Conference

April 2008

- Selected to speak at conference based on semester's research on alcoholism and addiction recovery

Research Apprentice

January 2008 – April 2008

- Performed research for Sociology of Education professor, coding court cases

ADDITIONAL INTERESTS

- Completed the Chicago Marathon (Oct. 10, 2010)
- Competitive Hip Hop dancer (2001 – 2005)

LANGUAGES

- Fluent in French; Conversational Italian and Spanish