

# RESUMES

# BUSINESS SCHOOL

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**Humber College Career Services**

NORTH CAMPUS: Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

[www.careers.humber.ca](http://www.careers.humber.ca) | [facebook.com/careercentrehumber](https://facebook.com/careercentrehumber) | [twitter.com/humbercareer](https://twitter.com/humbercareer)

# Accounting Resume 1

1234 Any Road | Etobicoke ON M5R 2P7 | 416-555-5555 | [accounting@rogers.com](mailto:accounting@rogers.com) | [linkedin.com/accounting](https://www.linkedin.com/company/accounting)

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## Summary of Qualifications

- Hands on experience of office administration and accounting assistance
- Extensive knowledge and education of financial accounting and GAAP
- Detail-oriented, efficient and organized with experience in accounting systems
- Adept at accounts reconciliation
- Possess strong analytical and problem solving skills
- Strong oral and written communication
- Demonstrated skills of MS Office, Simply Accounting, and QuickBooks
- Ability to take on a leadership role in order to ensure deadlines are being met

## Education

### Business Administration – Accounting

September 2012 – April 2015

*Humber College Institute of Technology and Advanced Learning, Toronto, ON*

- Relevant Courses: Computerized Accounting, Cost Accounting, Income Tax

## Professional Experience

### Accounting Assistant

April 2014 – Present

Deloitte and Touche, Toronto, ON

- Perform accounts payable functions
- Administer online banking functions
- Monitor and record company expenses
- Ensure compliance with accounting deadlines
- Assist in preparation of financial reports

### Administrative Assistant

June 2012 – March 2015

Arthur Anderson, Toronto, ON

- Perform general office duties and administrative tasks
- Provide telephone support and direction for clients
- Assist in preparation of sales reports

**References Available Upon Request**

# ACCOUNTING STUDENT 2

782 – 390 Accounting Rd., Toronto, ON M9V 3G2  
youremail@email.com | 123.456.7890 | linkedin.com/in/accountingstudent

## SUMMARY OF QUALIFICATIONS

- Experience in handling bank reconciliations, expense tracking, and accounts receivable invoices, and preparing invoices for payment
- Proven ability to develop and maintain credible relationships with colleagues, customers, and individuals at different levels
- Experience in liaising with legal departments, banks, and auditors
- Skilled in preparing cash journals for correct accounting periods
- Self-motivated with strong analytical skills, and excellent presentation, written, and verbal communication abilities
- Sound knowledge of GAAP and IFRS framework, and GST and PST returns

## TECHNICAL QUALIFICATIONS

- Sage 50
- Simply Accounting
- ProFile
- ACCPAC
- CANTAX
- QuickBooks
- MS Word
- MS Excel
- MS PowerPoint
- MS Access
- MS Outlook

## EDUCATION & TRAINING

**Bachelor of Commerce – Accounting (Honours)** September 2013 – Present  
*Humber College Institute of Technology & Advanced Learning, Toronto, ON*

- Relevant courses: Computerized Accounting, Intermediate Management Accounting I & II, Intermediate Financial Accounting, Auditing, and Taxation (Personal & Corporate)
- Maintaining a GPA of 82%

## ACCOUNTING EXPERIENCE

**Accountant Assistant** May 2014 – Present  
*Accounting Plaza, Brampton, ON*

- Generate weekly check-runs, and expense reports
- Prepare cheques for proper authorization by the controller
- Assist the accountants to produce financial statements and cash journals
- Utilize ACCPAC to enter and generate invoices and payments
- Produce customer invoices and computer vendor invoices into the database
- Perform month-end adjusting entries, assist in month-end closing procedures, and enter all necessary journal entries required by the controller

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**ACCOUNTING EXPERIENCE ....CONT'D**

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**Income Tax Returns Volunteer/Administrative Assistant**

December 2014 – April 2015

*Accounting Centre – Humber College, Toronto, ON*

- Utilized CANTAX to accurately complete income tax returns for students; and submit GST and HST remittances
- Provided clients with advice and recommendations on income inclusions, minimizing federal taxes payables, credits and other tax issues
- Performed administrative duties such as interacting with Humber students and staff members, responding to inquiries, and filing client records and documentations

**Accounting Intern**

May – August 2014

*Jamester Inc., Toronto, ON*

- Conducted weekly bank deposits for the controller
- Contacted overdue aged clients to collect outstanding payments
- Assisted an accountant to perform income allocation, month-end reconciliation, and producing financial statements
- Provided additional documentation of financial transactions and invoices
- Gained practical experience in analyzing individual and corporate financial issues
- Manage accounts receivables and payables

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**CO-CURRICULAR ACTIVITIES**

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**Executive Member**

September 2014 – Present

*Accounting Club – Humber College, Toronto, ON*

- Collaborated with peers to establish an accounting club for the entire four year program
- Attended monthly meetings to effectively plan year-round events for the club
- Raised awareness to recruit new members

**Peer Mentor**

September 2013 – May 2014

*First Year Experience (FYE) – Humber College, Toronto, ON*

- Mentored first year students to ensure a smooth transition into post-secondary education
- Organized events, socials and study groups to promote academic achievements and social well-being
- Provided students guidance and assistance dealing with academics, social groups and to become familiar with the campus and facilitators

**REFERENCES AVAILABLE UPON REQUEST**

# Business Administration

40 Business Avenue • Toronto, ON M6E 1V7 • (416) 555-5555

businessadmin@humber.ca

Linkedin.com/in/businessadministration

## SKILLS & QUALIFICATIONS

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- Theoretical and practical knowledge of tax equalizations with focus on US and Canadian taxes
- Theoretical and practical knowledge of strategic marketing and implementation
- Exceptional skill in building and maintaining customer relationships focusing on excellent customer service with presentation and facilitation experience
- Outstanding project management and sales/marketing skills
- Trained in researching and analyzing data
- Demonstrated leadership ability during training of new employees
- Goal and team oriented
- Working knowledge of Windows, MS Office Suite, Profile, Tax Prep, A-Plus, and Lotus Notes

## EDUCATION & TRAINING

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### **Business Administration Diploma**

**September 2012 – June 2014**

*Humber Institute of Technology and Advanced Learning, Toronto, ON*

### **International Personal Tax Training (Canada and USA)**

**September – June 2012**

*Arthur Andersen, Toronto, ON*

## EMPLOYMENT HISTORY

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### **Marketing Associate**

**July 2014 – Present**

*DS-Max: Independent Distributor for Apollo Advertising Inc., Toronto, ON*

- Actively involved in the planning strategy and execution of marketing projects and programs for public relations/marketing clients, always striving for outstanding results
- Focused on customer acquisition, building and maintaining strong professional relationships with clients and developing a better understanding of the Greater Toronto Area, allowing for future business opportunities
- Involved in managing large corporate accounts within limited budget and timelines
- Completed Management Training Program as part of the corporate professional development plan
- Regularly act as Charity Ambassador to perform community networking

**Tax Assembler**

**August 2013 – April 2015**

*Arthur Andersen:* Tax Practice Toronto, ON

- Trained new tax assistant employees to assemble Canadian and US tax returns
- Assembled individual and corporate tax returns (Canadian and US) independently under strict and tight deadlines

**Tax Associate**

**May 2012 – June 2014**

*Arthur Andersen:* Tax Practice, Toronto, ON

- Prepared Canadian and U.S. tax returns and tax equalizations for expatriates using Profile by Green Point, Tax Prep, A-Plus and Excel
- Maintained daily communication with clients, Canada Customs and Revenue Agency (CCRA) and Internal Revenue Services (IRS)
- Participated in Andersen's Leadership and Lunch & Learn programs and seminar sessions in St. Charles, IL
- Attended various corporate training programs, including tax issue identification, planning for different tax scenarios, and tax treaty legislation

**CHARITY & VOLUNTEER WORK**

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**United Way & World Wildlife Fund**

**January 2012 - December 2014**

**UNICEF**

**May – August 2014**

**Sick Kids Hospital**

**June – July 2014**

**REFERENCES AVAILABLE UPON REQUEST**

# BUSINESS MANAGEMENT

1212 Brownpark Blvd.

Toronto, ON M9W 4G7

Home: (416) 222-2222 • Cell: (416) 555-5555

businessmanagement@humbermail.ca

Twitter.com/businessmanagement • LinkedIn.com/in/businessmanagement

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## HIGHLIGHTS OF QUALIFICATIONS

- Theoretical and practical experience in preparing corporate financial statements accurately
- Proven ability to prioritize and complete multiple tasks
- Excellent problem solving, project management and decision-making skills
- Knowledge of marketing concepts and implementation
- Dynamic team leader and mentor with the ability to motivate team members
- Generate, build and maintain professional customer relationships
- Easily establish rapport with managers and staff

## COMPUTER SKILLS

Microsoft Office Suite

Simply Accounting

QuickBooks

## EDUCATION

### **Business Management Diploma**

Humber Institute of Technology and Advanced Learning, Toronto, ON

Sept 2013 – Present

## EMPLOYMENT EXPERIENCE

### **Administrative Assistant/ Bookkeeper (Part Time)**

Y&R Enterprises, Toronto, ON

Apr 2014 – Present

- Prepared and analyzed balance sheets and other financial statements accurately and in a timely manner
- Posted to General Ledger

### **Assistant Retail Manager (Part Time)**

CJ's Clothing, Mississauga, ON

May 2012 – Aug 2013

- Accountable for accurately balancing cash/receipts at the end of the day
- Ordered stock and inventory on a weekly basis
- Hired and trained new employees on company policies and procedures

**REFERENCES AVAILABLE UPON REQUEST**

# Financial Services

2495 Lakeshore Blvd. West, Toronto, ON M8V  
(416) 252-5555 | [financialservices@humbermail.ca](mailto:financialservices@humbermail.ca)  
[Linkedin.com/in/financialservices2](https://www.linkedin.com/in/financialservices2) | [Twitter.com/financialservices](https://twitter.com/financialservices)

## HIGHLIGHTS OF QUALIFICATIONS

- Knowledge of **finance** and ability to process financial statements
- Practical experience in **Mutual Funds** and **Canadian Securities**
- Thorough knowledge of **marketing products effectively** to potential customers
- Demonstrated experience in effectively **building and maintaining relationships** with customers
- Extensive **leadership** ability with accumulated team leading experiences
- Fundamental knowledge of **banking policies** and procedures
- Excellent communication, organizational, research, and **critical thinking skills**
- Computer literate: MS Word, Excel, Corel Word Perfect, PowerPoint, and the Internet
- Fluent in English and Polish

## EDUCATION

<b>Business Management – Financial Services Diploma</b> Humber College Institute of Technology and Advanced Learning, Toronto, Ontario	<b>2013 – 2015</b>
<b>Real Estate as a Professional Career Program</b> Ontario Real Estate Association, Toronto, Ontario	<b>2011 – 2012</b>

## *RELATED WORKING EXPERIENCE*

<b>Sales Representative</b> Royal LePage Real Estate Services Ltd., Broker, Toronto, Ontario	<b>2014 – Present</b>
<ul style="list-style-type: none"><li>• Effectively dealing with potential diverse clients with specific needs in mind</li><li>• Researching properties on behalf of client recommendations and specifications.</li><li>• Effectively establish and maintain relationships with clients to close sales</li><li>• Responsible for accurately processing all legal documentation and completing the transactions</li></ul>	
<b>Waitress</b> Parfait Coffee House, Toronto, Ontario	<b>2012 – 2013</b>
<ul style="list-style-type: none"><li>• Provided excellent customer service that promoted establishment for repeat business</li></ul>	

**REFERENCES AVAILABLE UPON REQUEST**



# PROFESSIONAL GOLF MANAGEMENT

123 Golfview Way  
Golftown, Ontario M5N 3C5  
416-555-5555

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

[Linkedin.com/in/golfmanagement](https://www.linkedin.com/in/golfmanagement)

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## Highlights of Qualifications

- Over 4 years experience working in a customer service focused environment
- Good interpersonal skills that have resulted in building and maintaining both internal and external relationships
- Demonstrated ability to coordinate and organize events from inception to completion
- An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects
- Knowledge of the golf industry both on and off the course with a deep understanding of golf culture

## Education

**Business Administration – Professional Golf Management**  
Humber Institute of Technology & Advanced Learning, Toronto, ON

May 2015

## Internship Experience

**Pro Shop Intern**  
Jacksonville Golf & Country Club, Kanada, ON

May 2014 – Present

- Ability to understand the technical aspects of the product and the game
- Good listening skills to understand the needs of the customer
- Provided exceptional customer service and high levels of product knowledge
- Assisted in the overall store presentation levels, pricing levels and product management

**Turf Management Intern**  
Burtonhead Golf Club, Burton, ON

Apr 2012 – Oct 2013

- Experience in operating tools and equipment required for golf course maintenance
- Knowledge of plant care and turf-grass maintenance practices
- Demonstrated ability to properly use pesticides and fertilizers and awareness of applicable laws and regulations
- Worked as part of a multi-disciplinary team to ensure overall experience for customer exceeded expectations

## Work Experience

**Events Organizer (Part-time)**  
Charity Games, Kitchener, ON

Sept 2014 – Present

- Successfully assisted in organizing over 20 events ranging in numbers from 50 – 1000
- Demonstrated ability to build strong relationships with both internal and external stakeholders
- Strong organizational and planning skills in the creation and execution of critical path deadlines

**Cashier (Part-time)**  
Shopper's Drug Mart, Kitchener, ON

Jun 2013 – Sept 2014

- Strong product knowledge and shelf awareness to assist customers
- Demonstrated ability to remain courteous, patient and tactful when dealing with customers
- Strong interpersonal skills and ability to deal one on one with customers effectively

## Volunteer Experience

**Tournament Volunteer**  
Golftown Golf Club, Toronto, ON

Jun 2013 – Present

- Volunteer annually to assist in the charity golf tournament hosted by Golftown Golf Club in support of the local hospital

**Student Volunteer**  
Professional Golf Association, Toronto, ON

May 2013 – Present

- Travel throughout Ontario to assist in PGA sponsored events

**References Available Upon Request**

# Human Resources

44 CastleRock Road, Newmarket, ON M1T 2W4  
(905) 555-5555 | [humanresources@humbermail.ca](mailto:humanresources@humbermail.ca)  
[Linkedin.com/in/humanresources](https://www.linkedin.com/in/humanresources)

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## Summary of Qualifications

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### Administration

- Experienced in employee training
- Hardworking, proactive, excellent interpersonal skills and a team player
- Theoretical training in Micro and Macro-Economics, Finance, Organizational Management

### Human Resources Management

- Post-Graduate Certificate in Human Resource Management.
- Successfully completed Tier I and Tier II Comprehensive Provincial Exam
- Over eight years customer service experience including four years with the CS COOP as a Member Service Representative
- Practical and theoretical training in Human Resource Management, HR Information Systems, Employment Law, Recruitment and Selection, and Labour Relations

### Technical

- Computer trained; knowledge of Microsoft Office Suite, Lotus, E-mail and the Internet

### Leadership Skills

- Accumulated team management skills through facilitating team meetings, mentoring team members, supervising volunteers, student employees
- Student Leadership Certificate from Humber College Summer Leadership Workshop

### Languages

- Fluently bilingual in both English and French

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## Education

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### Post Graduate Diploma in Human Resource Management (Honours)

Sept 2014 – May 2015

Humber Institute of Technology and Advanced Learning, Toronto, Ontario

- Areas of study included Human Resource Management, HR Information Systems, Employment Law, Recruitment and Selection, and Labour Relations

### Bachelor of Arts Degree

2014

Carleton University, Ottawa, ON

*Major: Economics, Minor: Business*

- Areas of study included Micro and Macro Economics, Finance, Management

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## **Employment History**

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**Member Service Associate**

**Nov 2014 – Jan 2015**

Civil Service Co-operative (CS COOP), Toronto, ON

- Coordinated, generated, and built client portfolios
- Researched and qualified new business opportunities
- Assisted members to reach their financial goals
- Met or exceeded monthly personal sales goals
- Recognized by manager as being a self-starter, organized and hardworking
- Performance rated as superior by the manager

**Member Service Representative**

**Oct 2013 – Nov 2014**

Civil Service Co-Operative (CS COOP), Ottawa, ON

- Assisted members with the opening of new accounts, RRSP's, loans, and term deposits
- Opened and closed branch as well as teller duties
- Performance rated as superior by immediate supervisor
- Reorganized branch with time-saving procedures such as standardized workspaces resulting in increased efficiency
- Active participation in CS COOP Suggestion Rewards Program to improve productivity and streamline processes

**Sales Representative**

**Jan – Oct 2013**

Foot Locker, Toronto, ON

- Serving customers, handling cash and credit/debit card transactions

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## **Volunteer History**

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- Volunteer at Canada House

**Nov 2014**

- Branch Representative for United Way Campaign

**Jul 2014**

**REFERENCES AVAILABLE UPON REQUEST**

## INTERNATIONAL MARKETING

15 Albion Road

Etobicoke, ON L5N 3R9

(416) 555-5555 | international@humbermail.ca

[Linkedin.com/in/intmarketing](https://www.linkedin.com/in/intmarketing)

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### PROFILE

- Extensive global and regional project management and strategic planning experience
- Competency in team building and coordination
- Strong negotiation skills for strategic development projects
- Knowledge of definition, implementation and follow-up of on-going cost reduction projects and inventory optimization
- Competency in regional start-up initiatives, forecasting and competitor's analyses
- Fluent in English, Italian and Spanish and basic French
- Developed and maintained excellent relationships with internal and external customers
- Broad experience in integrating and coordinating multi-cultural and multi-functional teams
- Leadership experience; able to manage cross-functional teams and multi-disciplinary projects
- Proficiency in both PC and Macintosh environments, using Microsoft Windows, Microsoft Word, Excel, PowerPoint, Outlook Express as well as browsers such as Internet Explorer and Netscape Navigator

### EDUCATION

**International Marketing Post-Graduate Program** **September 2014 – Present**  
Humber Institute of Technology and Advanced Learning, Toronto, ON

**Bachelor in Business Administration** **September 2011 – May 2013**  
University of Waterloo, Waterloo, ON

### EXPERIENCE

**Career Services Assistant** **October 2014 – Present**  
Humber Institute of Technology and Advanced Learning, Toronto, ON

- Planned, organized and executed as part of a team, College-wide events, including Divisional Networking Breakfasts, Career Fairs and the Annual University Fair
- Designed and prepared informational literature (brochures, letters) for potential employers
- Designed and organized promotional packages for distribution to full-time students
- Reorganized and coordinated an employer database

**Department Manager of Latin American Strategic Sourcing**      **July 2012 – May 2014**  
Procter & Gamble Latin America

- Managed the hair care packaging materials strategic sourcing for the production facilities of Brazil, Colombia, Mexico and Venezuela
- Centralized the purchasing role and supported Materials Management local groups
- Negotiated key strategic supply agreements, such as new supplier development, introduction of new technology and monopolies elimination through the introduction of international competition

**Purchasing Supervisor - Oral Care Packaging Materials**      **Jan 2010 – 2011**  
Procter & Gamble De Venezuela

- Negotiated and maintained excellent relations with suppliers
- Designed monthly materials forecast aligned with plant requirements and annual brand projections
- Evaluated and implemented local product initiatives
- Defined and implemented cost reduction programs that resulted in 10% cost savings in packaging materials and an inventory reduction from 3 months to 1 month

REFERENCES AVAILABLE UPON REQUEST

# International Project Management

#907-50 Smith Parkway, North York, Ontario M8M 9L9

(416) 555-5555 | [intprojman@humbermail.ca](mailto:intprojman@humbermail.ca)

Twitter.com/internationalprojectmanagement

Linkedin.com/in/international

## PROFILE:

- Over five years of progressive experience in training, research, and community development
- Master of Science in Psychology (Assessed by the University of Toronto, Canada)
- Demonstrated logistic and planning experience gained during a countrywide campaign on refugee issues in Nigeria
- Organized global conferences
- Experienced in promoting large scale events and fundraising campaigns
- Facilitating team meetings, mentoring team members, supervising volunteers, and employees
- Prepared and delivered workshops
- Proficient in Word for Windows, Excel, PowerPoint, and Internet

## EDUCATION:

**Postgraduate Diploma, International Project Management** **Sept 2014 - Present**  
Humber Institute of Technology and Advanced Learning, Toronto, ON

**Master of Science in Psychology** **Jan 2011 - Dec 2013**  
University of Ibadan, Nigeria

## EMPLOYMENT HISTORY:

**Facilitator (Internship Placement)** **Dec 2014 - Present**  
Bola Adetunji (Immigration and Refugee Consultancy Firm), Toronto, ON

- Facilitated the process of adaptation of refugees including orientation, job search, accommodation, assessment of academic and professional qualification
- Ensured pick-up of immigrants and refugee claimants at airport
- Answered enquiries over the phone
- Provided Canadian literature on request by potential immigrants
- Assisted in the completion of immigration forms for refugees
- Facilitated access to Ontario Legal Aid coverage and submitted on behalf of client, completed forms to Refugee Board

## **EMPLOYMENT HISTORY CONTINUED**

### **Criminal Injuries Compensation Project Volunteer** **2013 - 2014**

Children's Aid Society of Toronto, Toronto, ON

- Researched, identified and compiled data to identify abused victims for claims
- Gathered necessary documentation for Criminal Injury claims on behalf of abused victims
- Researched and prepared written summaries for documentation purposes

### **Research Officer** **2011 - 2012**

African Refugees Foundation (AREF), Ibadan, Nigeria

- Conducted research, data collection and statistical analyses of refugees and displaced people in Africa
- Taught and advised university students
- Coordinated the distribution of refugee issues documentation and literature for research students
- Participated in the planning of African Refugees Foundation/Lagos State University Centre for Refugee Studies in Lagos, Nigeria

### **Administrative Officer** **2009 - 2010**

African Refugees Foundation, Ibadan, Nigeria

- Coordinated relief materials for the Nigerian Red Cross Society Collections Centre which included food, drugs, clothing, and other care provided for Rwandans refugees and returnees
- Documented incoming claimants and organized awareness campaign for voluntary repatriations to countries of origin
- Managed volunteer efforts and trained staff in refugee laws

## **PUBLICATIONS:**

- Researched and authored study on "The Psychological Challenges before the African Peacekeepers" (2009)
- Published by Lester B. Pearson, Canadian International Peacekeeping Training Centre of Nova Scotia, Canada (2007)

## **MEMBERSHIPS:**

- Associate Member of the Canadian Council For Refugees, Canada

## **REFERENCES AVAILABLE UPON REQUEST**



## **MARKETING MANAGEMENT**

32176 Glenayr Road, Toronto, ON M5P 3C6

(416) 555-5555 / [marketing@gmail.com](mailto:marketing@gmail.com)

[Linkedin.com/in/marketing](https://www.linkedin.com/in/marketing/) / [Twitter.com/marketing](https://twitter.com/marketing)

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### **PROFILE**

#### **Interpersonal**

- Demonstrated experience in qualifying, negotiating, and managing long-term client relationships
- Experience in marketing and developing supplemental literature
- Knowledge of research industry trends and the labour market
- Negotiation and critical thinking skills
- Exceptional customer service oriented
- Ability to generate leads through high profile events

#### **Administration**

- Demonstrated experience in the coordination of administrative duties
- Thorough understanding of business practices and procedures
- Capable of quickly adapting and performing in new job responsibilities
- Strong ability to prioritize and meet multiple deadlines
- Willingness to take on new challenges and enthusiastic team player
- Ability to work independently, handling confidential files and tight deadlines
- High degree of accuracy and attention to detail
- Computer literate: Proficient in MS Word, Excel, PowerPoint, Outlook

#### **Communication and Consulting**

- Effectively communicate with diverse peoples and a high level of cultural sensitivity
- Ability to negotiate in an effective and timely manner
- Developed and facilitated workshops

#### **Research**

- Effective use of the internet for research and compilation of data

#### **Facilitation/Workshops**

- Establishing rapport with clients during the discussion process
- Ability to work one-on-one and large groups
- Extensive leadership ability with accumulated team leading experiences

### **EDUCATION**

#### **MARKETING MANAGEMENT POST-GRADUATE DIPLOMA**

**2014**

Humber Institute of Technology and Advanced Learning, Toronto, ON

- Honour Roll, Average above 80%
- School of Business Representative, Humber Students Federation Board of Directors

#### **BACHELOR OF ARTS, PSYCHOLOGY**

**2013**

York University, Toronto, ON

**PROFESSIONAL EXPERIENCE****ACCOUNT EXECUTIVE****2013 – Present**

Yahoo! Canada Inc. (Formerly HotJobs Canada Inc.), Ajax, ON

Develop and manage long-term relationships with prospective employers

- Market and position HotJobs' products to a wide array of industry verticals
- Present and negotiate HotJobs service agreements to business clients
- Generate and qualify leads, research industry trends

**PROFESSIONAL EXPERIENCE CONTINUED****MARKETING COORDINATOR****2014**

K-Net, St. Thomas, ON

- Implemented direct marketing campaigns targeting tournament coordinators
- Created customized tournament prize package programs
- Partnered with client companies in corporate, not-for-profit, and private industries to design and implement product distribution strategy
- Maintained buying relationships with various promotional product companies
- Assisted Vice President of Direct Marketing in executing monthly operations

**SALES REPRESENTATIVE****2012 – 2013**

Alexandroff Real Estate Limited, London, ON

- Conducted and participated in numerous contract negotiations
- Researched and prepared commercial and residential feature sheets for high-end properties
- Generated leads through open houses, cold calling, and referrals
- Managed office administration duties

**MEMBERSHIPS**

- Member of Toronto Real Estate Board,  
Ontario Real Estate Association, Canadian Real Estate Association

**VOLUNTEER**

- North by Northeast Music Festival **2013**
- Ashkenaz Festival **2012**
- Chinese New Year Festival **2011**
- ACT-Fashion Cares **2010**
- Eglinton Way BIA **2008**
- Greenpeace **2006**

**References Available Upon Request**

## **Fashion Arts**

15 Hollywood Drive, Paris, ON L2L 5G4

(519) 434-2005 | [tara\\_label@rogers.com](mailto:tara_label@rogers.com)

[Twitter.com/fashionarts](https://twitter.com/fashionarts) | [Linkedin.com/in/fashion](https://www.linkedin.com/in/fashion) | [Facebook.com/fashion](https://www.facebook.com/fashion)

### **PROFILE**

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Detail oriented professional with exceptional fashion sense, sound fashion event planning and project management skills. Outgoing and personable with strong communication, negotiation and problem resolution skills. Strongly motivated to get the job done and exceed expectations.

- Experience and skill working within a wide range of fashion styles, from urban casual to sportswear. Exceptional skills coordinating clothes, accessories, hair and makeup.
- Able to stage both simple and elaborate shows for any size of audience. Fit shows to available space and develop all details to fit theme and tone. Experienced in both public and corporate fashion events.
- Capable of styling the most eclectic apparel, staging innovative shows and envisioning dynamic event themes to showcase products and generate audience excitement.
- Skilled in communicating with all staff, participants, catering security and volunteers to ensure all members of the event team are on track and fully engaged.
- Experienced coordinating media, food, music, floral, lighting, props, and other special needs to create a cohesive look and feel to all visuals
- Industry Knowledge – modeling, sales, and model training. Extensive industry contacts.

### **EDUCATION**

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#### **Fashion Arts Diploma**

**June 2014**

Humber College Institute of Advanced Technology & Learning, Toronto, ON

Relevant courses include:

- Colour Theory and Wardrobe Coordination
- Sales & presentation Strategies
- Store Planning & merchandising
- New Venture Development
- Photo Styling & Display Techniques
- Fashion Event Production

### **WORK EXPERIENCE**

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#### **Assistant Style Coordinator (Internship Position)**

**July 2014 – Present**

Pi Media, Toronto, ON

- Planning, styling and staging of major events for a fashion consultant agency.
- Coordinate critical process and logistics details for major public and corporate events attended by 400 – 600 people.
- Major clients include Nike, Diesel, Guess and Parasuco Jeans.

## **WORK EXPERIENCE CONTINUED**

- Coordinate all clothes and accessories with available models to present products in the best possible light, taking into consideration the show theme and tone as well as the label's branding strategy
- Organize up front logistics to ensure all event details and processes are in place
- Oversee lighting, props, camera placement and audience seating to ensure open sightlines a professional presentation
- Control backstage by coordinating sequencing and timing between models and themes.

**Retail Operations Manager**  
Sportcheck, Toronto, ON

**Jan 2014 – Apr 2014**

- Trained Sales Associates in operational policies and procedures.
  - Successfully resolved performance, morale and shrinkage issues at the request of the District Manager
- Initiated and managed an associate recognition program to increase employee morale and performance, resulting in customer surveys exceeding customer satisfaction standards.

**REFERENCES AVAILABLE UPON REQUEST**

# Spa Management

50 Green Acres Way, Toronto, ON M9W 5L7  
(416) 555-5005 | esht@humbermail.ca  
[Linkedin.com/in/spamanagement](https://www.linkedin.com/in/spamanagement)

## SUMMARY OF QUALIFICATIONS

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Talented, detail-oriented professional with knowledge of small business management, retail buying and operation, marketing, advertising and sales

- **Professional esthetician skills and spa therapies:** trained in techniques for body, skin and nail treatments; various spa therapies including aromatherapy and oxygen therapy
- **Knowledge of Cosmeceutical products:** able to incorporate current trends in the use of pharmaceutical and cosmetic products
- **Customer Service:** high level of personal and professional integrity in responding to customer needs
- **Leadership Skills:** facilitating team meetings, mentoring team members, supervising volunteers, student employees
- **Image Consulting:** eye for detail in effectively customizing colours and fashion to suit personality and lifestyle
- **Computer Skills:** Proficient in all MS Office applications, AccPac and customized Spa Management database
- First Aid and CPR certified

## EDUCATION & TRAINING

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**Esthetician / Spa Management Diploma** Sept 2013 – Dec 2014  
Humber Institute of Technology and Advanced Learning, Toronto, ON

- Professional Makeup Art Certificate, M.A.C., Summer 2013

## WORK EXPERIENCE

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**Assistant Spa Manager (Part-Time)** September 2014 – Present  
Natural Beauty Spa & Salon, Toronto, ON

- Assist spa manager with supervision of all phases of daily operations.
- Manage scheduling of treatments and overseeing of recreational activities
- Implement employee incentives to maintain congenial atmosphere
- Perform visual merchandising of new products

**WORK EXPERIENCE CONTINUED**

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**Marketing Assistant**

October 2010 – November 2013

Hockley Valley Resort & Spa, Barrie, ON

- Promoted products and services to clients over the phone and in person
- Developed flyers and marketing materials to advertise products
- Maintained client database
- Assisted with the display booth at special events and tradeshow

**OTHER ACTIVITIES**

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- Freelance Makeup Artist and Stylist for local community theatre performances (December 2009 – Present)

**VOLUNTEER EXPERIENCE**

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- Volunteer Stylist, United Way "Little Miss" Beauty Pageant (May 2011)
- Volunteer Esthetician, "Think Pink" Breast Cancer Fundraising Event (June 2010)

**REFERENCES PROVIDED UPON REQUEST**

# Cosmetics Management 1

123 Cosmetics Blvd. Toronto Ontario C1M 2M1  
647-555-5555 | [cosmeticsmanager1@gmail.com](mailto:cosmeticsmanager1@gmail.com)  
[LinkedIn.com/in/cosmeticsmanagement](https://www.linkedin.com/in/cosmeticsmanagement)

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## Makeup Artist/Cosmetic Sales Associate

Customer service-oriented cosmetology graduate with talent for enhancing appearance. Strong background in visual merchandising, sales and product marketing. Proficient in office procedures with excellent telephone skills. Extremely well organized, adaptable, dedicated and resourceful.

## Skills Summary

- Highly creative in makeup application for occasions such as party photo shoots, bridal makeup, mature makeup, special effect makeup, grease cut makeup, different era makeup, natural makeup, contour and highlight makeup, editorial makeup.
- Demonstrated esthetic skills in Skin Histology, hydrotherapy, massage techniques, customized facials
- Efficient in Inventory Management, Sales and Marketing, Merchandising and Customer Relations.
- Product Specialty: Mac, Stilla Cosmetics and Cover effects.
- Languages: English, Hindi, Urdu

## Education

**Cosmetic Management Diploma**

**September 2014 – June 2014**

Humber College Institute of Technology and Advanced Learning, Toronto Ontario

## Related Experience

**Humber College Spa Intern**

**Humber College, Toronto, Canada**

**January – May 2014**

- Greet clients, schedule appointments, deal with customer inquiries
- Maintain clients' files, noting preferences, skin types and treatments
- Promote spa services by visual merchandising, demonstration and upselling of products; track inventory
- Perform a variety of facial treatments
- Apply bridal and party makeup for photo shoots upon request.
- Ensure cleanliness of work area

**Volunteer, TIFF After Party, Toronto, Canada (September 2013)**

- Applied makeup for photo shoots in the Mac Cosmetics pavilion.

References available upon request

# Cosmetics Management 2

cosmeticsmanager1@gmail.com | (647) 999-0000 | ca.linkedin.com/in/cosmeticsman/

## Image Consultant

Personable Cosmetology professional with passion for cosmetics and beauty. Solid knowledge of current market trends in cosmetics and fragrance industries. Considerate of environmental implications and multicultural sensitivity. Environmentally conscious. Extremely well organized, flexible and resourceful.

## Skills Summary

- **Makeup Techniques:** Highly creative in makeup application for all occasions
- **Esthetic Skills:** Skin Histology, Hydrotherapy, Massage Techniques, Customized Facials
- **Product Specialties:** Mac, Stila Cosmetics, and Cover Effects
- **Business Skills:** Inventory Management, Merchandising, Sales and Marketing, and Customer Relations
- **Languages:** English, Urdu, Hindi, and Punjabi

## Education & Certification

**Cosmetic Management Diploma** September 2013 – August 2014  
Humber College Institute of Technology and Advanced Learning, Toronto, ON

**Master Class Pro Member Certification** January 2014 – Present  
MAC Cosmetics, Toronto, ON

## Related Experience

**Spa Intern** January 2015 – Present  
The Humber College Spa, Toronto, ON

- Perform a variety of customized facial treatments
- Apply makeup for occasions such as: party photo shoots, bridal makeup, mature makeup, special effect makeup, grease cut makeup, different era makeup, natural makeup, contour and highlight makeup, editorial makeup
- Maintain clients' files, noting preferences, skin types and treatments

**Sales Clerk** November 2012 – December 2014  
Shoppers Drug Mart, Markham, ON

- Provided superior customer service by identify customer needs and issues
- Conducted demonstrations to educate customers on appropriate use of products
- Promoted cosmetic products to generate sales and provided information on new or existing products, services and promotions



# Law Clerk 1

12 Windwood Drive, Toronto, ON M9W 6E7

(416) 555-0000 | lawclerk@internet.com

ca.linkedin.com/in/lawclerk2

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## SUMMARY OF QUALIFICATIONS

### Legal Qualifications

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- Post-secondary training in the area of legal office and administration procedures
- Adept at PC Law, Teraview, Divorcemate, Microsoft Office 2007, and Simply Accounting
- Experience with legal research and navigating journals and databases such as Law Report Series, Canadian Abridgement, and Quick Law
- Experience with legal dictation/transcription
- Familiarity with *Statutory Accident Benefits Schedule*, and the *Rules of Civil Procedure*

### Interpersonal Skills

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- Strong oral and written communication skills
- Adept at working within a team and individually
- Student Leadership Certificate from Humber College Summer Leadership Workshop
- Strong organization and time management skills with excellent attention to detail
- Adaptable to new situations with excellent listening, leadership, problem solving, and conflict resolution skills
- Fast learner who requires little guidance
- Languages: English, Cantonese and Mandarin

### EDUCATION

#### Law Clerk Diploma (Honours)

Sept 2012 – Jun 2014

Humber College Institute of Technology & Advanced Learning, Toronto, ON

### WORK EXPERIENCE

#### Legal Assistant

Jan 2014 – Present

Green Associates, Etobicoke, ON

- Conduct research and compile information on various human rights, immigration, and refugee issues
- Perform general office duties including composing correspondence, maintaining filing systems, and billing accounts
- Provide interpretation during an interview

***WORK EXPERIENCE CONTINUED***

**Peer Tutor in Law Clerk Program**

Nov 2013 – Feb 2015

Humber College Institute of Technology & Advanced Learning, Toronto, ON

- Provided one-on-one assistance for students having difficulties with the following courses: Business Law, Real Estate Law, and Litigation
- Supported second language students adjusting to the school environment and developed academic learning skills

**Legal Assistant**

May – Aug 2013

Logistics Associates, Etobicoke, ON

- Reviewed files and assisted in drafting legal documents on a variety of issues including administrative law, tenant protection, and pension and benefits
- Transcribed legal correspondence
- Responded to client inquiries and delivered clinic services with courtesy on the phone and in person
- Developed forms and templates and generated documents to enhance office productivity

REFERENCES AVAILABLE UPON REQUEST

**Law Clerk 2**  
1 Humber College Way,  
Toronto, Ontario M9W 5L7

lawclerk1@gmail.com |  
416.749.5656 |  
linkedin.com/in/justinelaw

## **LEGAL SKILLS AND KNOWLEDGE**

Ability to use statutes and texts to determine relevant important information

- Knowledge of the Rules of Civil Procedure, the Criminal Code and Real Estate Law, and title searching
- Skilled in drafting a variety of legal documents and correspondence applications
- Transcribing of legal taped dictation
- Proficiency and accuracy in keyboarding
- Understanding of real estate transactions and title searching procedures
- Proficient in MS Office, Internet, Teraview, QuickLaw, Canlii, Inform, PC Law and Divorce Mate

## **PERSONAL ATTRIBUTES**

- Able to demonstrate active listening skills in dealing with clients and receiving instructions from supervisors
- Excellent judgment with high value for confidentiality
- Able to multi-task and handle the competing demands of a busy law office
- Extensive leadership ability with accumulated team leading experiences
- Flexible and adaptable to varying work schedules and work environments

## **EDUCATION**

Law Clerk Diploma Program

**June 2014**

**Humber College Institute of Technology & Advanced Learning, Toronto, ON**

## **EXPERIENCE**

Interviewer

**November 2014 – Present**

**Market Research Association, Toronto, ON**

- Responsible for conducting telephone interviews with people throughout Canada, the United States and other countries around the world
- Explain the purpose of research and how it will be used
- Collate the results and pass them back to the market research organization

**REFERENCES AVAILABLE UPON REQUEST**

# Paralegal Education

5574 Avenue Road, #12345

City, ON M9K 1G7

(416) 555-9999 | [legal@internet.com](mailto:legal@internet.com)

[Linkedin.com/in/paralegal](https://www.linkedin.com/in/paralegal)

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## COMMUNICATION AND INTERPERSONAL SKILLS

- Able to work professionally with clients and staff members
- Developed multiple projects under high-pressure situations such as legal research analysis and memorandum of law
- Received Student Leadership Certificate from Humber College Summer Leadership Workshop
- Courteous, attentive, sincere and sympathetic
- Acquired analytical and written skills with the ability to communicate effectively in person and on the telephone
- Proven active listening abilities

## LEGAL EXPERIENCE

- Prepared legal correspondence, memorandum of law, affidavits and case briefs
- Successfully represented clients before various administrative tribunals
- Knowledgeable in fields of law, including immigration, legal research and advocacy
- Researched, analyzed and compiled information from journals, statute and case law
- Filed and sorted documents with accuracy and speed
- Handled accounts receivable; prepared balance sheet financial statements and bank reconciliation
- Extensive experience in mediation and arbitration

## EDUCATION

### Paralegal Education Diploma

September 2014 – Present

Humber Institute of Technology & Advanced Learning, Toronto, ON

### Relevant Coursework:

- Business and Civil Law
- Legal Research
- Small Claims Court Procedures
- Immigration Law
- Alternative Dispute Resolution
- Family Law
- Administrative Tribunals

## **Paralegal Education**

5574 Avenue Road, #12345  
North York, Ontario M9K 1G7  
(416) 555- 9999 | [legal@internet.com](mailto:legal@internet.com)  
[Linkedin.com/in/paralegal](https://www.linkedin.com/in/paralegal)

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### **TECHNICAL KNOWLEDGE**

- Proficient in WordPerfect, MS Office, Windows XP, Quicklaw, PowerPoint
- Typing skills – 40 GWAM

### **EMPLOYMENT EXPERIENCE**

**Court and Tribunal Agent**  
Hill, Johnston & Grant, Toronto, ON

**January – April 2014**

**Student Co-op Legal Assistant**  
Smith, Weston, and Braidd, London, ON

**September – December 2013**

**Office Administration**  
Randy, Mandy and Associates, Ottawa, ON

**September 2011 – August 2012**

### **ACADEMIC ACCOMPLISHMENTS**

- Participated in a Mock Trial to demonstrate understanding of the courtroom process
- Visited local small claims court
- Performed in-depth legal research pertaining to the areas of Family and Divorce Law

**REFERENCES AVAILABLE UPON REQUEST**