

RESUMES

HOSPITALITY, RECREATION & TOURISM

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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 | facebook.com/careercentrehumber | twitter.com/humbercareer

CHEF RESUME

1234 New Forest Court • Mississauga, ON L5C 2G8
905.222.1111 • chef.walter@email.com • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

SKILLS SUMMARY

- 5 years of successful experience in food service, preparing various types of gourmet food, and specializing in southern style foods
- Certified in food technology and trained as a steward and a butcher
- Skilled in all kitchen equipment and various cooking techniques
- Accumulated team management skills through facilitating team meetings, mentoring team members and employees
- Committed to providing total quality service in culinary arts

EDUCATION

Chef Training Certificate

September 2016-May 2017

Humber Institute of Technology and Advanced Learning [Toronto ON]

PROFESSIONAL EXPERIENCE

Cook

Mar. 2015 - Present

Southern Diner [Toronto ON]

- Prepare meats institutional-style by roasting, stewing, and baking to ensure the restaurant provides tasty southern cuisine to its customers
- Prepare fresh vegetable dishes which balance flavors with that of the coordinating meat dishes
- Blend spices and herbs to complement the meat and vegetable dishes
- Received several cash awards for providing Total Quality Management within the restaurant

Chef Steward

Feb. 2013 – Apr. 2015

Seafarers International Union [Toronto ON]

- As a member of the steward department in the Merchant Marines, I was assigned to various ships on sea duty
- Advanced from Messman to Chief Steward, taking on responsibilities as Third Cook, Baker, Chief Cook and finally as Chief Steward
- Maintained officer's quarters and dining area
- Prepared assigned foods and maintained designated kitchen area
- Took inventory, ordered and stocked galley, making sure sufficient supplies of food and utensils were available
- Planned menus for five meals per day, ensuring that meals were nutritious and well balanced
- Scheduled kitchen staff to provide sufficient service to the passengers and crew

REFERENCES AVAILABLE UPON REQUEST

Culinary Resume

10 Culinary Crescent
Toronto, ON M6B 3E3

Home: (416) 555-5555 Cell: (416) 555-5555

culinary@humbermail.ca • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

Management Skills
Nutrition
Customer Service
First Aid/CPR

Baking
Bartending
Inventory
Smart Serve

Fruit/Vegetable Carving
Sanitation Code Certificate
Back of House Experience
Project Management

EDUCATION

Culinary Management Diploma

Humber Institute of Technology and Advanced Learning, Toronto ON

Sept. 2015-May 2017

Bachelor of Arts

University of Western Ontario, London ON

Sept. 2010-June 2013

EMPLOYMENT EXPERIENCE

Assistant Manager/Shift Manager

K K's Fast Food Restaurant, London ON

Jan. 2011 - Dec. 2012

- * Supervised staff and ensured policies and procedures were followed
- * Prepared daily/weekly/monthly paperwork including sales reports and food reports
- * Provided customers with friendly service and product knowledge
- * Interviewed and hired employees for all positions
- * Prepared weekly inventories and ordered stock

Server/ Bartender

Lidia's After-hours Bar and Grill, Hamilton ON

Feb. 2009 - Aug. 2011

- * Provided friendly, courteous customer service
- * Recommended food and beverages to new customers
- * Prepared all types of alcoholic beverages

REFERENCES AVAILABLE UPON REQUEST

ESLM Resume

243 ExerciseisMedicine Way
Toronto, Ontario N4T 3I9
(647) 123-4567

ESLMResume@gmail.com | LinkedIn.com/in/eslmresume

HIGHLIGHTS OF QUALIFICATIONS

- Skilled in using counselling skills and motivational interviewing techniques to support clients in creating and meeting health and lifestyle goals.
- Excellent interpersonal and communication skills acquired through over six years of experience in sales and customer service.
- Proven ability to perform health related fitness assessments and effective exercise prescription for clients.
- Student Member of the Ontario Kinesiology Association, intending to pursue registration with the College of Kinesiologists upon graduation.

EDUCATION

Exercise Science and Lifestyle Management Postgraduate Certificate 2016–2017
Humber Institute of Technology and Advanced Learning, Toronto, Ontario

- Honours Standing

Honours Bachelor of Science in Kinesiology and Physical Education 2010–2014
Wilfrid Laurier University, Waterloo, Ontario

- Dean's List, 2011 – 2014

CERTIFICATIONS

- Heart Wise Exercise Program Leader, Cardiac Health Foundation of Canada 2015
- Therapeutic Exercise for Musculoskeletal Disorders Certificate of Completion, Humber College 2014
- Electrocardiogram (ECG) Interpretation Certificate of Completion, Humber College 2014
- Certified Personal Trainer, Canadian Society of Exercise Physiology 2013
- Standard First Aid and CPR C, St. John's Ambulance 2011
- Community Sport Coach: Soccer for Life, NCCP 2011

RELEVANT EXPERIENCE

Student Personal Trainer (Internship) 2016–Present
Humber College, Etobicoke, Ontario

- Administer customized fitness assessments based on CSEP and ACSM guidelines.
- Evaluate and interpret progress of client.
- Plan individualized exercise program for client.
- Motivate and coach client to make healthy lifestyle decisions.
- Volunteer to be a part of the Centre for Healthy Living, a research-based collaborative program that teaches participants the fundamentals of healthy eating/cooking, exercise and behaviour change.

Service Learning Project (Volunteer) 2015–Present
 CANES Family Health Team: Diabetes Education Program, Etobicoke, Ontario

- Create and deliver workshops on various physical activity and exercise topics to participants in a diabetes education program.
- Teach and demonstrate home-based exercises to participants.
- Lead group exercise classes for five to seven people weekly.

Soccer Coach (Volunteer) 2010–2014
 Vaughan Soccer Club, Vaughan, Ontario

- Coached practices and games for under-fourteen girls' house league soccer.
- Oversaw safety and skill development of sixteen players.
- Committed two hours, two nights per week for fifteen weeks from May to August each year.

Physiotherapy Assistant (Volunteer; completed 100 hours) 2010–2012
 Friends Physiotherapy Centre, Vaughan, Ontario

- Taught clients exercises and stretches, using proper form and technique.
- Shadowed physiotherapist during assessments and treatments.
- Performed various modalities on clients including TENS, IFC, NMES, ultrasound, paraffin wax, heat, and ice.

OTHER EXPERIENCE

Key Holder / Sales Associate / Cashier 2010–Present
 Forever 21, Vaughan, Ontario

- Maintain safe and orderly workplace.
- Build a loyal customer base through excellent customer service.
- Multi-task to function effectively in a busy environment.
- Work independently and as a productive team member.
- Consistently exceed daily and monthly sales goals by fifteen percent.

Barista 2008–2010
 Starbucks Coffee Canada, Vaughan, Ontario

- Crafted exceptional beverages to ensure customer satisfaction.
- Accurately completed cash transactions.
- Increased company revenue by regularly upselling customers.
- Multi-tasked effectively in a fast paced environment.

ACCOMPLISHMENTS AND EXTRACURRICULAR ACTIVITIES

- Designed, marketed and co-led a Heart Wise group exercise class 2015
- Attended 7th Annual Conference, Ontario Society for Health and Fitness 2014
- StrengthsQuest by Gallup (top strengths: achiever, harmony, responsibility relator, discipline) 2014
- Familiar with Functional Capacity Evaluations and Physical Demands Analysis 2014
- Attended Ontario Kinesiology Association Conference 2012–2014
- Peer tutor for Human Anatomy, Human Physiology and Fundamentals of Biomechanics courses at Wilfrid Laurier University 2012–2014
- Intramural sports teams: inner tube water polo, soccer, volleyball 2010–2014

REFERENCES AVAILABLE UPON REQUEST

Fitness Health Resume

32 Trainer Blvd.

Toronto, ON M3S 7T6

(905) 555-5555 or (416) 555-5555

Email: echeurism@humbermail.ca • LinkedIn.com/in/YourName

HIGHLIGHTS OF QUALIFICATIONS

- * Certified Personal Trainer
- * Successfully plan, market and deliver safe and effective fitness, wellness and lifestyle programs
- * Practical knowledge and skills in program development, implementation and evaluation
- * Exposure to fitness and wellness programs, health promotion, lifestyle management, fitness assessments, leadership, safety and injury management, and marketing
- * Over 350 hours of industry traineeship
- * Proficient in MS Office (Word, Excel, PowerPoint) and Social Media
- * Experienced in design of marketing strategies for service and facilities promotion
- * Experienced team leader with the ability to manage cross-functional teams and multi-disciplinary projects
- * CAN-FIT Pro Certification

EDUCATION

Fitness and Health Promotion Diploma – with Honours

Humber Institute of Technology and Advanced Learning, Toronto ON

Sept. 2015-May 2017

RELEVANT EMPLOYMENT EXPERIENCE

Special Events Coordinator

Humber College Athletic Department, Toronto ON

- * Implementing Intramural Basketball League
- * Distributing equipment and ensuring safety
- * Handling office administrative duties

Sept. 2015 – present

Facilities Co-ordinator

Lighthouse Gym, Toronto ON

- * Responsible for facilities management and assistance to patrons

Sept. 2014 – Aug. 2015

Recreation Program Assistant

The City of Happy Town, Toronto ON

- * Coordinating special events and designing program brochures
- * Supervising staff and programs
- * Developing and coordinating volunteer training sessions

Apr. 2014 – Aug 2014

AWARDS AND ACHIEVEMENTS

- * Selected to the OCAA All Star Team
- * Leadership awards for water rafting competitions
- * Outdoors survival training certification

REFERENCES AVAILABLE UPON REQUEST

FOOD AND NUTRITION MANAGEMENT RESUME

6789 Webster Street, Apt. 7
Mississauga, ON L5V 3F6

Home: (905) 444-5555 • Email: food.nut@humbermail.ca • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

SUMMARY OF QUALIFICATIONS

- Practical experience in clinical and community nutrition, physiology, foodservice management, recipe modification and menu development.
- Reputation as a strong team player, able to keep work partners both productive and motivated in their jobs through incentives and motivational encouragement
- Willing to go out of my way to make clients comfortable in any kind of environment
- Learn quickly, able to work under pressure, and effectively manage time
- Strong understanding of the fundamentals of nutrition
- Proven communication and presentation skills

EDUCATION

Food and Nutrition Management Diploma

Sept. 2015 - May 2017

Humber Institute of Technology and Advanced Learning, Toronto ON

RELEVANT EXPERIENCE

Supervision

- As Assistant Manager, supervised restaurant staff of up to 45, overseeing all day-to-day operations, including: setup/opening, breakdown/closing of restaurant, scheduling, stocking, prepping and setup of cash drawers

Food Service

- As waiter at K&L's, worked shifts handling up to 20 tables
- Set up and closed down for banquets at the Park Blvd Hotel

Customer Service

Effectively handled difficult restaurant customers, using an approach of:

- Listening carefully to complaints and resolved problems
- Maintaining a positive attitude even with customers who are hard to please

EMPLOYMENT HISTORY

Assistant Manager	K&L Ice Cream	2014-2015
Banquet Set-up (part-time)	Park Blvd Hotel	2013-2014
Groundsman/Pruner	Barton Tree Service	2011-2013
Cashier/Delivery	State St. Pharmacy	2010
Busperson/Salad Prep	La Petit Café	2010-2012

REFERENCES AVAILABLE UPON REQUEST

Hospitality – Event Management Resume

27 Modella Dr. Toronto, Ontario L5V 4H9
416.444.1234 • hospe@humber.ca • LinkedIn.com/in/YourName

PROFILE

- Results-oriented, self-starter with experience in planning, designing, arranging and coordinating various types of events such as conferences, client appreciation events, promotional trade-shows, business meetings, exhibitions and social events
- Strongly developed management, leadership, supervisory and training skills
- Proven commitment to team building, demonstrated by the ability to lead and motivate staff to perform at top efficiency levels

SUMMARY OF QUALIFICATIONS

- Strong business management skills through applying business and revenue models as well as basic accounting, budgeting, financial and administration skills to support the effective management and operation of a variety of organizations delivering hospitality services and products.
- Effective verbal communication skills for dealing effectively with all types of personalities and ethnic backgrounds
- Outstanding ability to promote and sell hospitality services, products and guest experiences through market research, social networks, sales and revenue management strategies and relationship management skills
- Superb organizational skills – ability to prioritize, multi-task, lead, direct, and solve problems effectively
- Excellent time management and customer service skills by anticipating, meeting and/or exceeding individual expectations, as well as organization expectations, standards and objectives
- Fluent in French and Italian languages

EDUCATION

Hospitality – Event Management Diploma
Humber Institute of Technology and Advanced Learning

Sept. 2016-May 2018
Toronto ON

EMPLOYMENT HISTORY

Assistant Manager
Mandarin Restaurant

July 2015 – August 2016
Toronto ON

Oversee the daily operation of a Mandarin restaurant. Management responsibilities included staff placement, development and training; quality of product and service; budget administration; and documentation and analysis of business volume. In addition to daily responsibilities:

- Conduct meetings attended by 20 or more to discuss pending product promotions, corporate policy issues, and individual store performance
- Conduct weekly in-restaurant management meetings and quarterly crew meetings in order to maintain and improve the level of service and product
- Set long term goals and objectives for the restaurant and develop weekly and monthly restaurant performance reports to track the progress of objectives

Assistant Restaurant Manager

Port June Restaurant

Feb. 2013 – June 2015

Toronto ON

Managed restaurant and supervised up to five intermediate managers and 30 – 40 crew members per store. Daily responsibilities included staffing, training and performance reviews for management and crew; daily, weekly and monthly reports; budget management; equipment calibration and repair, and quality of service and product. In addition to daily responsibilities:

- Assisted in set-up an opening of restaurant
- Through hard work and effective management, dramatically improved the profit/loss ratio
- Established a positive work environment for increased work ethic and productivity

Progressive Promotions from Crew Person to Assistant

Various Fast Food Restaurants – Details Available

Mar. 2010 – Jan. 2013

Toronto ON

REFERENCES AVAILABLE UPON REQUEST

Hospitality - Hotel and Restaurant Operations Management Resume

145 Berlenga Dr. Toronto, Ontario L5V 4H9
416.439.6215 • hotel@humber.ca • LinkedIn.com/in/YourName

PROFILE

- Results-oriented, self-starter with experience in hospitality management
- Strongly developed management, leadership, supervisory and training skills
- Proven commitment to team building, demonstrated by the ability to lead and motivate staff to perform at top efficiency levels

SUMMARY OF QUALIFICATIONS

- Monitor in-restaurant controllable costs, including product line variance, waste control, labor percentage, cash variance, customer services, food safety and quality, and cleanliness/sanitation of facilities
- Consistently achieve projected profit and loss objectives through effective budget management
- Developed personnel audit form and conducted audits at five locations
- Analyzed voluminous records/documentation on prior performance of restaurants
- Assisted in opening of two restaurants. Reviewed progress of contractors, received and verified delivery of equipment and supplies, initialized all equipment and verified calibration, secured funds for and acquired local advertising, and acquired required health permits

EDUCATION

Hotel and Restaurant Operations Management Diploma
Humber Institute of Technology and Advanced Learning

Sept. 2015-May 2017
Toronto ON

EMPLOYMENT HISTORY

Assistant Manager
Crabby Joes Restaurant

July 2014 – Sept. 2015
Toronto ON

Oversee the daily operation of a Crabby Joes restaurant. Management responsibilities included staff placement, development and training; quality of product and service; budget administration; and documentation and analysis of business volume. In addition to daily responsibilities:

- Conduct meetings attended by 25 or more to discuss pending product promotions, corporate policy issues, and individual store performance
- Conduct weekly in-restaurant management meetings and quarterly crew meetings in order to maintain and improve the level of service and product
- Set long term goals and objectives for the restaurant and develop weekly and monthly restaurant performance reports to track the progress of objectives

Assistant Restaurant Manager
Port June RestaurantFeb. 2012 – June 2014
Toronto ON

Managed restaurant and supervised up to five intermediate managers and 30 – 40 crew members per store. Daily responsibilities included staffing, training and performance reviews for management and crew; daily, weekly and monthly reports; budget management; equipment calibration and repair, and quality of service and product. In addition to daily responsibilities:

- Assisted in set-up an opening of restaurant
- Through hard work and effective management, dramatically improved the profit/loss ratio
- Established a positive work environment for increased work ethic and productivity

Progressive Promotions from Crew Person to Assistant
Various Bay Area Fast Food Restaurants – Details AvailableMar. 2009 – Jan. 2012
Toronto ON**REFERENCES AND PORTFOLIO AVAILABLE UPON REQUEST**

Recreation Leisure Resume

3 Recreation Leisure Blvd.

Toronto, ON M9W 1Z8

Home: 905.555.5555 Cell: 416.555.5555

releisure@humbermail.ca • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

HIGHLIGHTS OF QUALIFICATIONS

- Able to organize and implement effective fundraising events
- Excellent analytical and communication skills
- Reputation for being motivated, dedicated and dependable in all areas of employment
- Extensive leadership ability with accumulated team leading experiences
- Proficiency in MS Office 2003, Corel WordPerfect and Internet
- Experience with Special Event Management including facilities management

EDUCATION

Recreation and Leisure Services Diploma

Humber Institute of Technology and Advanced Learning

Sept. 2015-May 2017

Toronto ON

EMPLOYMENT EXPERIENCE

Recreation Program Assistant (Placement)

MacDonald's Recreation Facility

Jun. 2016 – Aug. 2016

Toronto ON

- Designed program brochures and coordinated special events
- Supervised staff and programs
- Developed and coordinated volunteer training sessions

Special Events Coordinator

Humber Athletic Department

Nov. 2015 – present

Toronto ON

- Implemented and coached intramural Basketball League
- Distributed equipment and ensured safety of activities

Waiter

Comedy Bar & Grill

Mar. 2013 – Oct. 2015

Toronto ON

- Commended for providing excellent product knowledge and customer service
- Provided fast service, reducing customer waiting time by 30 percent
- Ensured cleanliness of dining area

AWARDS AND ACHIEVEMENTS

- Humber Women's Basketball Captain
- Awarded Most Valuable Player Women's Soccer Team
- Selected to the OCAA All Star Team
- Recipient of Achievement Sports Award

REFERENCES AVAILABLE UPON REQUEST

Tourism – Travel Services Management Resume

666 Kettle Drive, Mississauga, ON K9M 7H7

905.777.6666

toursim@humbermail.com • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

HIGHLIGHTS OF SKILLS

Travel and Tourism

- Experienced in quoting fares and flight availability using Apollo System
- Researched information from a diverse source of reference materials such as travel guides, maps, databases and tourist related publications
- Obtained First Aid and SuperHost Certificates
- Prepared displays for travel brochures and tour packages
- Responsible for advertising events and promotions
- Fluent in English, French and German

Communication

- Excellent interpersonal and communication skills through customer service
- Able to work in a team environment with others as well as independently
- Strong organizational and time management abilities developed between studying and assignments
- Self-starter and a fast learner willing to be trained in new methods
- Hardworking, reliable and dependable
- Work well under short deadlines

Computer

- Working knowledge of SABRE, Apollo, MS Word, Excel, Mac, Windows 2000
- Experience in preparing PowerPoint presentations
- Typing Speed of 45 wpm
- Strong knowledge of internet research and e-mail

EDUCATION

Tourism – Travel Services Management

Humber Institute of Technology and Advanced Learning

Sept. 2015 - April 2017

EMPLOYMENT EXPERIENCE

Travel Assistant (Placement)

Adventure Travel, Toronto ON

Jan. 2016 - Present

- Provide a tour package information and refer customers to booking agents

Customer Service Representative

Deanna's Clothing Outlet, Bolton ON

2013 - 2015

- Provided exceptional customer service and high levels of product knowledge

CERTIFICATES

Ontario SuperHost Certificate (Ontario Travel and Tourism Association)

2015

Student Leadership Certificate (Humber College Summer Leadership Workshop)

2016

REFERENCES AVAILABLE UPON REQUEST

Massage Therapy Resume

142 RMT Blvd.

Toronto, ON M3S 7T6

(416) 333-3333 or (416) 555-5555

Email: rmt@humbermail.ca • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

HIGHLIGHTS OF QUALIFICATIONS

- * Certified Massage Therapist
- * Successfully planned several systematic client assessments
- * Practical knowledge and skills in competent and comprehensive massage therapy
- * Exposure to practical hands-on massage therapy
- * Dynamic team leader and mentor with the ability to motivate team members
- * Over 300 hours of industry traineeship
- * Proficient in MS Office (Word, Excel, PowerPoint) and internet research
- * Experienced in Business Marketing strategies

EDUCATION

Massage Therapy Diploma – with Honors

Humber Institute of Technology and Advanced Learning, Toronto ON

Sept. 2013 - May 2016

RELEVANT EMPLOYMENT EXPERIENCE

Special Events Coordinator

Humber College Athletic Department, Toronto ON

Sept. 2013 – May 2016

- * Handling office administrative duties

Front office Co-ordinator

Versace Massage Clinic, Toronto ON

Sept. 2012 – Aug 2013

- * Responsible for assistance to patrons

Customer Service Associate

Good For You Health Store, Toronto ON

Apr. 2010 – Aug 2012

- * Maintained professional assistance to customers (received several recognition awards)
- * Supervised staff

AWARDS AND ACHIEVEMENTS

- * Presidents Letter – Humber College (2014)
- * Leadership awards for women's badminton competitions – Humber College (2015)
- * Top Customer Service Associate Award – Good For You Health Store (2011)

REFERENCES AVAILABLE UPON REQUEST

Sports Management Resume

10 Football Cres

Toronto, ON M9W 1Z8

905.555.5555 or 416.555.5555

sportsmylife@humbermail.ca • [Linkedin.com/in/YourName](https://www.linkedin.com/in/YourName)

HIGHLIGHTS OF QUALIFICATIONS

- Able to organize and implement effective fundraising events
- Excellent analytical and communication skills
- Reputation for being motivated, dedicated and dependable in all areas of employment
- Proficiency in MS Office 2003, Corel WordPerfect and Internet
- Experience with Special Event Management including facilities management

EDUCATION

Sport Management Diploma

September 2014 - May 2017

Humber Institute of Technology and Advanced Learning, Toronto ON

RELEVANT EXPERIENCE

Assistant Coach (Placement)

Jun 2015 – August 2015

City of Toronto

Toronto ON

- Led group activities for campers age 8-10.
- Worked individually on technique and performance.
- Used management skills and creativity to accomplish goals.

Special Events Coordinator

May 2014 – Present

Humber Athletic Department

Toronto ON

- Implemented and coached intramural Basketball League
- Distributed equipment and ensured safety of activities

Sales Associate

June 2012 – April 2014

Sport Chek

Toronto ON

- Commended for providing excellent product knowledge and customer service
- Provided fast service, reducing customer waiting time by 40 percent

AWARDS AND ACHIEVEMENTS

- Invited to attend the Ontario College Leadership Institute (Summer 2016)
- Humber Women's Basketball Captain (2015)
- Awarded Most Valuable Player Women's Soccer Team (2015)
- Selected to the OCAA All Star Team (2010)
- Recipient of Achievement Sports Award (2010)

REFERENCES AVAILABLE UPON REQUEST