

RESUMES

SCHOOL OF LIBERAL ARTS & SCIENCE

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Humber College Career Services

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

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PROFESSIONAL WRITING & COMMUNICATIONS

Toronto, ON X1X 1X1
(123) 456 7890
professional.writer@gmail.com

HIGHLIGHTS

- Experienced content writer in multiple professional settings, including news editorials
- Familiarity with effective content creation across social networking sites
- Proficient in Microsoft Office (MS Word, Outlook, PowerPoint and Excel) and WPM of 85
- Fluent in French and English with high oral and written literacy skills

EDUCATION

Professional Writing & Communications September 2018 – Expected Graduation 2019
Humber Institute of Technology & Advanced Learning – Toronto, ON

- Relevant courses: Storytelling and Narrative, The Writer's Identity, Strategic Writing
- Academic projects: Affordability of Higher Education (Thesis)

Bachelor of Journalism September 2012 – April 2016
Humber Institute of Technology & Advanced Learning – Toronto, ON

EXPERIENCE

Journalist (Intern) April 2018 - present
Newspaper Company – Toronto, ON

- Write 3 bias-exempt articles monthly, using knowledge of writing principals and conducting relevant research to formulate substantial messages
- Edit professional pieces for grammar and syntax improvement, ensuring the quality met the newspaper publication standards
- Manage tasks efficiently through a self-organized workspace to maintain productivity

Content Creator December 2012 – February 2015
New Magazine – Toronto, ON

- Published opinion piece "Veganism: Is it a Privilege?" on company blog with an exposure of 2000 unique readers within one week
- Reviewed online presence for content consistency with print publications to minimize errors
- Responded to inquiries from over 250 diverse subscribers using exceptional communication skills

Research Analyst

Toronto, ON A1A 1A1 | 416-000-0000 | r.analyst@gmail.com | www.linkedin.com/in/ranalyst

HIGHLIGHTS

- 5+ years of research experience – collecting and analyzing competitor data to develop business insights
- Bachelor of Commerce graduate currently pursuing post-graduate Research Analyst studies
- Proven organizational skills through the management of professional and academic projects
- Ability to conduct research activities through field surveying and present reports with outline results
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Access), Google Analytics, and MySQL

EDUCATION

Post-Graduate Certificate, Research Analyst September 2018 – April 2019
Humber Institute of Technology & Advanced Learning – Toronto, ON

Bachelor of Commerce, International Business September 2012 – April 2016
Humber Institute of Technology & Advanced Learning – Toronto, ON

PROFESSIONAL EXPERIENCE

Market Research Analyst January 2018 – present
XYZ Company – Toronto, ON

- Identified growth projection of 10% in one fiscal year for company through forecasting sales trajectories based on current revenue models
- Completed library searches for qualitative study and documented relevant information
- Monitored market trends to recommend the implementation of determined profitable business strategies

Research Assistant September 2014 – January 2016
Humber College, The Business School – Toronto, ON

- Conducted literature reviews to evaluate legitimacy of existing research and inform future endeavours
- Developed and maintained databases for relevant data entry using Excel/SPSS
- Prepared research materials to convert complex data to readable information for publication
- Assisted with administrative tasks, including the organization of sensitive information

LEADERSHIP EXPERIENCE

Vice-President of Marketing September 2013 – September 2014
Humber College DECA – Toronto, ON

- Competed in a team of 6 to develop a marketing strategy on a case by case basis for new businesses
- Reviewed startup performance and presented prospective business results with proposed strategy