

Mark Chan

Toronto, ON M1A 2C3 | markchan@email.com | (647) 123 4567 | www.linkedin.com/notmarkchan

CORE QUALIFICATIONS

- Demonstrated skills in supporting individuals with developmental disabilities
- Pursuing studies in development support work with understanding of person-centered approach
- Skilled in communicating with clients during intervention to set goals and promote change
- Proficient in Microsoft Office (MS Word, Excel, PowerPoint, Outlook)
- Fluent in English (professional), Mandarin (native) and American Sign Language (ASL)

EDUCATION

Diploma, Developmental Services Worker September 2018 – present
Humber College, Toronto ON

- Key courses: Community Building, Educational Strategies, Autism and Other Complex Needs
- Recipient of Jean Augustine Legacy Scholarship (\$1000) in recognition of community work

WORK EXPERIENCE

Special Needs Camp Counsellor (Seasonal) November 2018 – present
Terry Fox Recreation Centre, Toronto ON

- Provide one-on-one support with youth aged 10-13 during winter and summer break camps
- Establish a trusting relationship with camper to learn about their goals and learning capacity
- Integrate camper into a group of 30+ youth to promote regular involvement in daily activities
- Completed HIGH FIVE training; learned to provide campers with safe and enriching experiences

Peer Tutor January 2018 – present
Humber College, Toronto ON

- Offer academic guidance to peers by reviewing course material and communicating key lessons
- Manage schedule with attention to detail to ensure quality preparation before appointments
- Build relevant lesson plans based on students' understanding to improve academic performance

COMMUNITY INVOLVEMENT

Crisis Line Volunteer January 2015 – May 2018
Spectra Helpline, Toronto ON

First Aid & CPR-C Certification May 2018 (Exp: May 2020)
Red Cross, Toronto ON

General Volunteer May 2015 – August 2017
Habitat for Humanity, Toronto ON