



Name address

August 26, 2002

Cathleen Nichols
Community Partnerships Coordinator
Faculty of Land and Food Systems
The University of British Columbia
Suite 241 2357 Main Mall
Vancouver, BC V6T 1Z4

Dear Ms. Nichols,

Sub: Position of Community Partnership Coordinator Assistant

This is with reference to the position of Community Partnership Coordinator Assistant. I am interested in the post and my resume is attached for your perusal.

Currently I am in the 4th year of my Bachelor of Science degree in Dietetics. As a senior student, I am very well versed with the curriculum and the Faculty. I look forward to applying my knowledge and skills in the real world in order to help people lead healthy, fulfilling lives.

From my experience as a tutor, I have the required expertise to coordinate your Tri-Mentoring Program. I am a confident public speaker and have conducted successful sales promotions, which resulted in a greater clientele base. My experience in researching on asthma and its relation to nutrition and health has given me a good understanding of the elements of research. I have also handled office administration tasks and am familiar with the use of office equipment.

My computer skills include the use of Microsoft Word, Excel, Access and the Internet. By nature, I am very organized, meticulous and take my responsibilities seriously. I enjoy working independently and as a team member. I would be grateful to have the opportunity to meet with you in person. To arrange an interview please contact me at (phone #).

Thanking you for your time and consideration.

Sincerely,

Simone MacLennan
Address

May 6, 2004

Cathleen Nichols
Community Partnerships Coordinator
Faculty of Agricultural Sciences, UBC
2357 Main Mall, MacMillan 241
Vancouver, BC V6T 1Z4

Dear Cathleen Nichols,

As a highly self-motivated individual with strong interpersonal and critical thinking skills, I believe that I will be an excellent candidate for a work-study position as a Community Partnerships Outreach Assistant.

As a Career Ambassador for the Faculty of Agricultural Sciences, I have developed excellent presentation skills and became familiar with the Faculty's curriculum and the current challenges in branding its name and programs.

In previous work experiences, I have developed and practiced the ability to think critically and work independently by organizing and managing a Red Cross swimming lesson program. This experience has helped me to be successful in other work positions I've held by enhancing my organizational skills and decision-making ability.

I always take a proactive approach when embarking on new experiences. I believe my strong work ethics and drive for meeting challenges will make a strong contribution to your team. Overall, I would like to be given the opportunity to apply my knowledge and skills to the program. To arrange an interview, please contact me at (phone #). Thank you for your time and consideration.

Sincerely,

Simone MacLennan

SUMMARY OF QUALIFICATIONS

- Over three years of experience in co-ordinating farmland stewardship programs, specializing in sustainable forest product harvest
- Well-developed written and oral communication skills
- Highly organized, with strong time management skills
- Resourceful, flexible and goal oriented
- Fluent in Spanish and German and working knowledge of French

PROFESSIONAL SKILLS

Communication

- Collaborated with representatives of government and non-government agencies
- Established relationships with business clientele, ensuring product and service satisfaction
- Wrote successful funding proposal for research on sustainable non-timber forest product harvest in Guatemala
- Wrote comprehensive technical report in Spanish

Management

- Prepared annual budgets and managed ongoing expenditures to meet budget guidelines
- Lead initiative and planning of major public relation events for two consecutive years
- Maintained and updated conservation agreements
- Coordinated hiring and supervision of field staff
- Assisted in management of fundraising program
- Carried out the workload involved in university level biology laboratory instruction

Technical

- Chemically analyzed forage bio-mass samples
- Organized and statistically analyzed extensive field data
- Collected field and laboratory pest management data
- Cultured tissue (laminar flow hood) and prepared growth media
- Collected conifer frost hardiness data
- Assisted Veterinarians in and prepared animals for surgery and treatment
- Fed and cared for the animals and performed general maintenance duties in the clinic
- Monitored anaesthesia, IV's and post-operative recovery
- Operated electrocardiograph and autoclave

Facilitation

- Developed and implemented course in environmental action
- Effectively communicated biological concepts to first year university students and facilitated the understanding of ecological concepts through field trips
- Coordinated interactive educational programs for adults and children

Computer

- Experience in using Word, Excel, PageMaker, WordPerfect, Maximizer, Photoshop, CorelDraw, WinZip, Jmp, data CD writing and scanning technology

EMPLOYMENT HISTORY

Sales Representative-Manufacturer , DesignTech Plastics, <i>Richmond, BC</i>	2002
Agrologist , Delta Farmland and Wildlife Trust, <i>Ladner, BC</i>	1999 – 2002
Laboratory Instructor-Biology , University of British Columbia, <i>Vancouver, BC</i>	1998 – 1999
Data Analyst , ProPetén-Conservation International, <i>Petén, Guatemala</i>	1997
Greenfields Project Co-ordinator , Delta Farmland & Wildlife Trust, <i>Ladner, BC</i>	1996
Greenhouse Manager Assistant , UBC Greenhouses, <i>Vancouver, BC</i>	1994
Research Assistant , Agriculture Canada, <i>Agassiz, BC</i>	1993

EDUCATION

Master of Science – Non-Timber Forest Products , <i>University of British Columbia</i>	1997 – 2000
<i>Thesis: Yield, Sustainable Harvest and Cultural Uses of Resin from the Copal Tree (Protium copal; BURSERACEAE) in the Carmelita Community Forest Concession, Petén, Guatemala</i>	
Bachelor of Science in Agriculture – Animal Science , <i>University of British Columbia</i>	1993 – 1996
<i>Thesis: Is Species Composition of Vegetation a Significant Factor in Habitat Preferences of Microtus townsendii?</i>	

ACHIEVEMENTS AND COMMUNITY WORK

Director , British Columbia Institute of Agrologists – Vancouver Branch	2002 – Present
Public Education , Abbotsford Soil Conservation Association	2002
Elementary School Education Workshop , BC Agriculture in the Classroom Foundation	2002
Canadian Graduate Students Internship Grant (AUCC/IDRC)	1997
Boving P.A. Prize	1996
Charles and Jane Banks Scholarship	1995

REFERENCES AVAILABLE UPON REQUEST

SIMONE MACLENNAN

Address

Tel. No.

Email.

HIGHLIGHT OF QUALIFICATIONS

- Reliable in working as a team member and independently
- Excellent interpersonal and leadership skills
- Dedicated and possess excellent work ethics at work and school endeavours
- Highly self-motivated and will bring a positive attitude to any work environment
- Knowledge of computer software programs include Microsoft Word and Excel

EDUCATION

Bachelor of Science in Food, Nutrition and Health 2003 – 2004
University of British Columbia, Dietetics Major

Bachelor of Science Program 2001 – 2003
University College of the Cariboo

Certificates: Food Safe Level 1 and 2, CPR Level C, WHMIS and Super Host

RELEVANT EXPERIENCE

Student Ambassador, UBC, Vancouver, BC 2003 – 2004

- Represented and promoted the Faculty of Agricultural Sciences by traveling around the province to present an interactive power point demonstration to high school students
- Expressed an out-going, enthusiastic nature to engage students in interactive exercises
- Spoke confidently to over 350 high school students

Tri - Mentoring Program, UBC, Vancouver, BC 2003 – 2004

- Formed well-established relationships with both a Dietician and a 3rd year Dietetics student
- Gained great insight into the Dietetics field by job-shadowing a Clinical Dietician

Life Guard and Swimming Instructor, City of Kamloops, BC

2002 – 2003

- Worked as a team member and demonstrated the ability to provide leadership under high stress circumstances when it was critical to make on-the-spot decisions during life saving rescues
- Exercised flexibility and creativity when teaching lessons to students of all age groups with varying physical and mental abilities
- Practiced strong interpersonal skills through interactions with both the public and fellow staff members to ensure a safe swimming environment, which led to standings of excellence on performance evaluations

Head Swimming Instructor, Clearwater Swim Club, Clearwater, BC

Summers of 2000 – 2001

- Demonstrated excellent leadership and organizational skills by implementing a successful 6-week Red Cross Swimming program
- Proved great commitment to the Swim Club by working as an assistant instructor from the age of 13 until taking over management of the program at the age of 18
- Provided supervision and mentorship to junior staff, which enhanced the swim program by training future swimming instructors
- Displayed responsibility and accountability to the students and parents by providing weekly progress reports that gave positive evaluations of the student's strengths and weaknesses

Office Assistant, Groulx Business Services, Clearwater, BC

1999 – 2000

- Gained administrative skills when performing data entry, document formatting and filing
- Utilized a variety of computer programs including Microsoft Word and Excel

Activities Director, Clearwater Secondary School, Clearwater, BC

1998 – 2000

- Listened to the student body and implemented their ideas into action by planning school events such as dances, theme days and healthy schools week
- Worked as a team member of the Student Council to provide the school with an organized and efficient leadership team

INTERESTS

Nutritional health, continuous learning, educating others, traveling, swimming, softball and hiking

REFERENCES AVAILABLE UPON REQUEST

Catherine Tam

Address
City, Province ♦ Postal Code
Tel: 604-000-0000 ♦ Fax: 604-000-0000
Email:cccccc@hotmail.com

Summary of Qualifications

- Comfortable with leadership and capable of training and mentoring
- Highly teachable and adaptable to changing situations or demands
- Very responsible and able to organize multiple tasks efficiently
- Communicate and interact well with people of all ages and capacities
- Highly trustworthy and honest with excellent ability to work both independently and as part of a team
- Computer skills include Microsoft Windows and Word
- Fluent in Cantonese and Mandarin
- Working knowledge of French

Work and Volunteer Experience

Medical Office Assistant Summer 2001 – Present
Doc's Holdings, Vancouver, BC

- Experienced in Vena Cava billing and filing of patient records
- Proficient in handling telephone calls and scheduling appointments
- Possessed excellent interpersonal skills through interaction with patients
- Familiar with sterilization of medical office equipment

Rehabilitation Program Volunteer 2000 – 2002
Mount Saint Joseph Hospital, Vancouver, BC

- Assisted Occupational Therapists in remedial class, with a focus on stroke patients and acquired knowledge in using rehabilitation equipment such as pulleys, pedals and bars
- Knowledgeable in rehabilitation exercises and aware of potential hazards for patients in wheelchairs
- Experienced with using wheelchairs, canes and walkers
- Translated for Chinese speaking residents and hospital staff

Walking Program, Mealtime and Visitation Volunteer 2000
St. Vincent's Hospital, Vancouver, BC

- Coordinated and assisted elderly patients with exercise schedule
- Visited and cared for extended care residents with mental disabilities and acquired experience in handling patients of varying capacities
- Fed patients and assisted staff during mealtimes

Assistant Director (Vocals) Spring 1999 – Present
Burnaby Chinese Evangelical Free Church, Vancouver, BC

- Skilled at team leadership, initiated and trained team of musicians
- Confident in public speaking with experience in leading worship services
- Prepared and taught Sunday school lessons for young people

Waitress' Assistant Summer 1999
Sylvia Hotel & Restaurant, Vancouver, BC

- Developed public relation skills through interaction with guests

Travel Agent Assistant Spring 1999
Carlson Wagonlit Travel, Vancouver, BC

- Capable of accurate data entry and performing office clerical duties
- Knowledgeable in airline ticket processing and batching
- Shadowed travel agency positions and familiar with the related responsibilities

School Office Volunteer Summers of 1996 – 1998
Vancouver Technical Secondary School, Vancouver, BC

- Knowledge of using the telephone switchboard and applying professional telephone etiquette
- Assisted students with inquiries and school office procedures
- Experienced with filing, word processing and recording of marks

Education

University of British Columbia 2000 – Present

- Bachelor of Science ~ Microbiology and Immunology Major and Commerce Minor

Awards and Certificates

- Dean's Honor List and First Class Standing in Chemistry – Year 1
- Provincial Scholarship Award recipient
- SuperHost Fundamentals Certification – Tourism
- Royal Conservatory of Music Grade 2 Piano Exam with Honors

References

Supplied Upon Request

Beverley Lau

Address:
Tel:
Email:

PERSONAL ATTRIBUTES

- Enthusiasm for learning with a high learning capacity
- Highly developed interpersonal skills with people of various ages and capacities
- Very confident in handling high stress situations
- Strong time management skills and efficient in completing tasks at hand
- Works well with others as a leader and a team player
- Exceptionally dependable and trustworthy with excellent ability to work with minimal supervision

PROFESSIONAL SKILLS

- Computer skills include Microsoft Word and Internet research
- Fluent in Cantonese

EDUCATION

Bachelor of Science in Food, Nutrition and Health

2001 – Present

University of British Columbia

- Dietetics Major

EMPLOYMENT AND VOLUNTEER HISTORY

Cracker Production Assistant

2003 – Present

Nichol Fine Foods

- Knowledge in food handling and proper sanitation practices
- Appreciation of necessary quality control measures
- Competent with food production responsibilities, including the safe operation of manufacturing machinery, baking and packaging

Child Health Clinic Receptionist

2002 – Present

South Vancouver Community Child Health Clinic

- Experienced in conducting growth record measurements of infants
- Employed interpersonal skills through interaction with patients during recreational activities
- Proficient in scheduling appointments and attending to the orders of patients and nurses

Health Clinic Volunteer

2002 – Present

Community Health Initiative by University Students (CHIUS)

- Knowledgeable of health clinic practices through assistance in medical and nursing services
- Often mediated problems under high pressured situations by using conflict resolution skills

Social Coordinator

2002 – Present

UBC Seri Malaysian Club

- Knowledgeable in organizing, planning and initiating social events
- Experienced in engaging and encouraging participation of club members

Cashier

2001 – Present

Produce City Plus

- Capable of accurate money management and applying basic accounting skills
- Developed interpersonal skills through interaction with over 100 customers a day

Day Camp Volunteer

Summer of 1999

Kensington Community Centre

- Effectively coordinated and helped supervise recreational and educational activities for about 40 children aged 6 – 12 years

CERTIFICATES AND AWARDS

- Food Safe Level I
- Mathematics Award Certificate
- KR McKenzie Merit Award
- David Thompson Secondary School Student Council Award
- Athletic Certificates and Physical Education Top Student Plaque
- Royal Conservatory of Music Grades 4 - 10 and completion of Grade 4 Theory

REFERENCES AVAILABLE UPON REQUEST

Sample Resume

SUMMARY OF QUALIFICATIONS

- Excellent ability to take initiative and work proactively towards a goal
- Readily adaptable to overcome work related challenges and/or conflicts
- Capable of facilitating and providing strong leadership
- Comfortable working with people of all ages and capacities
- Reliable in producing professional results of high quality
- Ability to work effectively as a team member
- Fluent in Japanese

EDUCATION

University of British Columbia 2002 – present
Bachelor of Science in Food, Nutrition and Health ~ Dietetics Major

Sophia University 2001 – 2002
One year International student exchange concentrated in Japanese studies

Food Safe Level I and II 2002

EMPLOYMENT AND VOLUNTEER HISTORY

Problem Based Learning Facilitator 2003
University of British Columbia, Vancouver, BC

- Effectively facilitated 20 students in the Microorganisms of Food Systems 313 course
- Employed leadership skills and knowledge of group dynamics to ensure students received quality education and constructive feedback
- Served as communication facilitator between students and professors

Outreach Services Volunteer 2002 – Current
Rosewood Outreach Services Enrichment Project, Vancouver, BC

- Assisted the Hot Meal Program and Nutrition Education Activities
- Designed and presented module lesson plans to senior citizens with a variety of socio-economic and health conditions

ANAD Outreach Speaker

2003 – Current

Awareness and Networking Around Disordered Eating, Vancouver, BC

- Designed and presented presentations on body image, media and disordered/healthy eating to youths in the schools and community
- Developed excellent public speaking skills to deliver powerful messages to students aged 9–70

Healthy Living Workshop Volunteer

2003 – Current

UBC Family Practice Center, Vancouver, BC

- Developed and presented modules on healthy eating and positive body image
- Applied nutrition knowledge to create educational modules to those aged 20–70

Medical Office Assistant

2001 – 2002

General Practitioner, Dr. K. Poon, Vancouver, BC

- Employed effective organizational skills to book appointments, file medical charts and maintain office duties
- Worked in a professional environment and respected patient confidentiality
- Handled financial transactions accurately

English Teacher

2001 – 2002

Teaching English Conversation (TEC) English School and Private English Teacher, Vancouver, BC

- Prepared lesson plans to meet the instructional needs of various age groups
- Developed sharp marketing skills through the process of student recruitment
- Managed small business concerns such as balancing a budget

AWARDS AND ACCOMPLISHMENTS

- Walter H Gage and Elsie M Harvey Education Abroad Scholarship 2002
- Hugh M Brock Education Abroad Scholarship 2002
- Citizenship Award, Richmond Women’s Club Award, Top Actress Award and Academic Achievement Award 1999
- Passport to Education Scholarship 1994 – 1999

REFERENCES AVAILABLE UPON REQUEST

Anita Rashidi

Address

phone #
e-mail address

Highlights of Qualifications:

- Strong presentation and listening skills as well as proficient one-on-one communication in coaching and leadership settings.
- Goal oriented with great enthusiasm, diligence, initiative, and self-motivation.
- Dependable in successfully managing time and sorting conflicting priorities.
- Innovative, adaptable problem-solver with a strong sense of responsibility.

Education:

Bachelor of Science in Food Nutrition and Health (Honours) 2006 - present
Nutritional Sciences Major; University of British Columbia, Vancouver, BC

Relevant Experience:

President of Coordinated Science Program Council – UBC, Vancouver, BC 2006 - 2007

- Initiated, organized, and coordinated over 5 successful social events that instigated a sense of camaraderie and unity among 170 fellow students in the program.
- Developed personal confidence in public speaking through classroom announcements that raised students' morale and increased attendance at events.
- Scheduled and chaired weekly meetings that resulted in the integration of ideas, delegation of tasks, and implementation of deadlines.
- Continuously motivated and advised the other members of council through the ups and downs of the planning and execution stages for a formal dinner and dance, which ultimately attracted over \$2000 in ticket sales.
- Strengthened diplomatic relations with various other UBC organizations (Science Undergraduate Society, Alma Mater Society, Science One Council), which brought in \$1000 extra funding for events.

Best Buddies Volunteer – UBC, Vancouver, BC 2006 - 2007

- Patiently helped a young adult with an intellectual disability improve his social skills by initiating conversations and encouraging him to communicate and interact with the public.
- Further enhanced listening skills while interpreting the individual's needs and desires.
- Took initiative in planning biweekly gatherings and demonstrated loyalty and dedication in calling once a week to converse.
- Broadened personal perspective towards individuals of different status in an otherwise stereotyping society.

Vice President's Student Emerging Leaders Participant – UBC, Vancouver, BC 2007

- Gained exposure to valuable leadership qualities such as global citizenship, integrity, and empathy through meaningful discussions, lectures, workshops, and presentations.
- Independently guided and stimulated a group of 20 students with the help of a peer after quickly adapting to the unexpected absence of the regular instructor during the Trek Reading Week Community Service Learning Project.
- Networked with other student leaders and coordinators of the program.

Anita Rashidi

IBM Software Design Assistant - IBM, Ottawa, ON

August 2005

- Independently learned to use JAVA programming language using online tutorials.
- Followed supervisor's instructions and completed project within assigned deadline while remaining enthusiastic and self-driven.
- Corresponded and interacted with professionals of all levels.

Shad Valley Participant – UBC, Vancouver, BC

July 2005

- Individually selected to attend a summer enrichment program that targeted educating an exclusive group of well-rounded students in the fields of business, technology, and science.
- Worked collaboratively with team members to design a prototype and write a business plan, which won second place at the annual Shad International Entrepreneurship competition where over 400 top students from 11 different host universities attended.
- Played key creative role in brainstorming and integrating innovative product ideas, one of which was selected to represent the team's prototype.
- Researched target market, surveyed and interviewed individuals in the community, and helped formulate a final market analysis report.

Math and Science Tutor - Lisgar C.I., Ottawa, ON

2004 - 2006

- Coached several students and helped them improve their academic grades by up to 20%.
- Facilitated students' understanding by effectively communicating scientific and mathematical concepts with patience and consideration.

Special Achievements:

Dean's Honour List: straight A standing for first year at UBC	2006 - 2007
UBC President's Scholarship: above 95% entrance grade average	2006 - 2007
Adam Ballantyne Scholarship: highest graduating average (97.2%)	2005 - 2006
M. Francois Award: outstanding achievement in Extended French Programme	2005 - 2006
Volunteer Recognition Award: awarded by Citizenship and Immigration Canada	2003

Interests & Activities:

- Piano: completed Grade 9 Royal Conservatory of Music and Grade 3 Music Theory with First Class Honours
- Biking: recreational bike trips and races
- Viola: traveled to Italy to perform in high school's senior orchestra and string ensemble
- Other sports: tennis, ice skating, and swimming

References Available Upon Request