

Client B. Sample

123 Any Street 📖 Any Town, ON 📖 A1B 2C3 📖 555-333-4444

Educator ♦ Social Worker ♦ Child Advocate

Creative, sensitive and encouraging professional dedicated to fostering positive mental, social and physical development in children. Accomplished in the development of hands on multi-sensory activities that capture a child's imagination and enhance parent-child relationships. Gifted communicator with history of forming constructive and cooperative working relationships with others, and maintaining them over time.

Core Competencies

- ♦ Early years programming
 - ♦ Parent-child relationships
 - ♦ Parent and caregiver support
 - ♦ Teamwork and rapport building
 - ♦ Effective communication
 - ♦ Community outreach and development
 - ♦ Curriculum development
 - ♦ Training materials development
 - ♦ Music and literacy
 - ♦ Group activity facilitation
 - ♦ Sensitivity and responsiveness
 - ♦ Excellent organizational and project management skills
 - ♦ Inter-agency communications
 - ♦ Resource management
 - ♦ Classroom management
 - ♦ Reporting and documentation
 - ♦ Time and task management
 - ♦ Computer literate
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Education

- ♦ Bachelor of Education (Primary / Junior) University of Sample City 20XX – 20XX
 - ♦ Master of Social Work Any Town University 20XX – 20XX
 - ♦ Bachelor of Arts (Sociology, Honours) ABC University 20XX – 20XX
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Additional Training

- ♦ Fundamentals of Music Makers Music Makers International 20XX
 - ♦ Standard First Aid / Level C CPR St. John's Ambulance 20XX
 - ♦ Special Education Part 1 University of Sample City 20XX
 - ♦ Multicultural Placement Social Work Certificate Any Town University 20XX
 - ♦ Grade ten level piano ABC University 20XX
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Student Internships and Volunteer Activities

- ♦ Please refer to addendum for detailed account of extensive experience in community development, social work, teaching and child wellness internship and volunteer activities
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Experience

Owner / Operator, Music Makers, Any Town, Ontario, 20XX – present

- ◆ Prepare and teach multi-sensory music classes designed to stimulate the brain, build gross and fine motor skills, and enhance social-emotional development and parent-child relationships in children, birth to age 7
- ◆ Develop and maintain training and marketing material packages
- ◆ Independently manage all aspects of a music education program including marketing, registrations, parent communication, ordering materials, and paperwork

Piano Teacher, Self-employed, Any Town, Ontario, 20XX – 20XX

- ◆ Teach private piano lessons to children and adults, including Royal Conservatory of Music exam preparation

Elementary School Teacher, Anytown School, Any Town, Ontario, 20XX

- ◆ As classroom teacher for combined grades one and two, delivered full curriculum while employing a variety of classroom management strategies to engage students and minimize disruptions
- ◆ Planned and taught encouraging, creative, and socially inclusive physical education and music programs for Kindergarten to grade three
- ◆ Maintained all files with current, accurate and appropriate information

Supply Teacher, School Board of Any Town Region, 20XX – 20XX

- ◆ Taught Kindergarten to grade six on an as-needed basis

Child Protection Worker, CAS, Any Town, Ontario, 20XX– 20XX

- ◆ As a case manager, supported foster parents, children in foster care and families with verified abuse or neglect
- ◆ Arranged and conducted interviews to determine child, parent, and family functioning and developed plans to ensure the safety of children and provide family support
- ◆ Counseled parents and children in their homes with the goal of maintaining the family unit, and made referrals where appropriate to community resources
- ◆ Prepared written assessments, case recordings, reports and correspondence
- ◆ Ensured policies, procedures, best practices and professional standards were followed

Summer Teacher, Any Town Early Learning, Any Town, Ontario, 20XX

- ◆ Strategically co-planned and taught a program designed to foster developmentally appropriate experiences in self-help, motor, cognition, communication skills, problem solving, relations with peers and adults, and resolving conflicts in thirteen at-risk pre-school children

Interests / Hobbies

Piano, reading, outdoor activities, fitness, travelling, crafts

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Addendum to Résumé - Student Internships and Volunteer Activities

Student Internships

Student Teacher, Grade 5/6, St. Thomas Catholic School, Any Town, Ontario, 20XX

- ◆ Planned, taught, and assessed students in various subject areas
- ◆ Employed a variety of teaching strategies to successfully engage students in lessons
- ◆ Tutored a child learning English and children with learning disabilities resulting in their increased confidence and group inclusion

Master of Social Work, Community Development, Any Village, South Africa, 20XX

- ◆ Ensured critical needs of the community were served by collaboratively designing and teaching an English class for homeless adults, assisting with programming for children in foster care, and interviewing community partners to assist with strategic planning

Master of Social Work, Community Ctr., House of Friendship, Another Town, Ontario, 20XX

- ◆ Expanded self-esteem, creativity and educational opportunities of children in a low-income, culturally diverse community through the facilitation of a weekly cooking club
- ◆ Assisted in programs such as English as a Second Language, after-school programs and pre-school to strengthen community relationships and reduce social barriers

Youth Director, Any Town Church, Any City, Ontario, 20XX – 20XX

- ◆ Planned, organized, and led weekly activities designed to encourage a positive outlook, personal growth and excellence in adolescents

Cross-Cultural Internship, Any Village Rural Development, Any Village, Africa, 20XX

- ◆ Worked to achieve long term community goals of self-sustainability and self-sufficiency of community members by teaching English and Math to classes of students aged 5 – 20

Volunteer Activities

Smith Street Church

Any Town, Ontario, 20XX - Present

- ◆ Baby/toddler nursery caregiver

CAS

Any Town, Ontario, 20XX – 20XX

- ◆ Played piano for a choir of children in foster care

St. Thomas Catholic School

Any City, Ontario 20XX

- ◆ Tutored a child with special needs

ABC Health Care

Any Town, Ontario, 20XX – 20XX

- ◆ Friendly visitor for a woman with a disability

Any Town Public Library

Any Town, Ontario, Summer 20XX

- ◆ Children's summer program leader

Big Brothers / Big Sisters

Another Town, Ontario, 20XX – 20XX

- ◆ Mentored for social and emotional growth of a child