

Student Name

Street, City
Province, Postal Code
(403) 234-3456
University.Email@uleth.ca

EDUCATION

- Sept. '11 - Present **University of Lethbridge** Lethbridge, AB
Bachelor of Arts, English/Communications
Co-operative Education Program
GPA: 3.93/4.00
- Dean's List, fall 2011 and spring 2012
 - Courses include: New Media, Rhetoric, Canadian Politics and Government, Philosophy of Law, Contemporary Literature
- Sept. '09 - Apr. '11 **Red Deer College** Red Deer, AB
English Diploma
- Student Writers Excellence Award
 - Student Recognition Award
 - Dean's Honour Roll, fall 2010
 - President's Honour Roll, winter 2011
 - Courses include: Sociology of Popular Culture and Mass Media, Logic and Argumentation, Creative Writing, Survey of English Literature

RELATED WORK AND VOLUNTEER EXPERIENCE

- Jan. - Apr. '13 **University of Lethbridge** Lethbridge, AB
Student Writing and Communications Intern
- Scheduled and implemented interviews with faculty members and students
 - Wrote journalistic articles highlighting community spirit and the research and works of students and professors at the University of Lethbridge, published in advertising and community brochures and online
 - Wrote monthly reports describing my progress and acquisition of skills in relation to learning objectives
- Summer '12 **Frank Slide Interpretive Centre** Crowsnest Pass, AB
Historical Interpreter
- Provided in-depth, creative, interactive tours of the site to all visitors
 - Developed and implemented summer day camps: coordinated new activities for each camp, oversaw marketing and promotion, communicated with media personnel, scheduled staff jobs, recruited and supervised volunteers
 - Planned special events: communicated with vendors, volunteers, and media personnel before and during the event
 - Revised historical tours using biographical sources and archives, and undertook other special projects and initiatives as assigned
 - Communicated with government officials from the Alberta Culture branch
 - Collected visitor statistics and administered site surveys

- April '12 **Elections Alberta** Lethbridge, AB
Deputy Returning Officer
- In charge of a specific poll, including training the poll clerk, greeting and assisting voters, amending the voters' list, directing scrutineers, counting ballots
- Oct. '11 - Apr. '12 **University of Lethbridge** Lethbridge, AB
Member of the Student Union Volunteer Core
- Involved in promoting the Get Out The Vote campaign, a collaborative initiative between Alberta universities aimed at increasing awareness and interest in students towards the 2012 provincial election
 - Participated in a 30-hour famine to raise funds for World Vision

RELATED SKILLS

Computer Skills

- Strong typing skills, knowledge of web page design and desktop publishing, including Adobe CS6 software (Photoshop, Illustrator, Premiere, and Dreamweaver) and MS Office, and extensive experience with Internet research.

Communication Skills

- Experience writing in a creative, academic, and journalistic format and presenting information across various mediums.
- Excellent verbal communication skills developed through historical tours to large groups and seminar presentations in senior university classes.

Leadership and Team-Building Skills

- Have taken on many leadership roles through volunteer work

INTERESTS

- Integrating digital arts in communication productions
- Genuine interest in Canadian history

REFERENCES

Reference's Name

Reference's Job Title

Reference's Company

Reference's Phone Number

Reference's Email Address

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