

LANDON LANGUAGES

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EDUCATION

Bachelor of Arts, Major in French, Minor in Russian 2016 - 2020

Dalhousie University, Halifax, Nova Scotia

- Dean's list four consecutive semesters; GPA: 3.7
- Specialization in Translation

SUMMARY OF SKILLS

- Proficient public speaker with 3 years' experience in aquatic and classroom instructing
- Experienced with Microsoft Word, Publisher, and PowerPoint for presentations, essays, and event promotions
- 2 Years Leadership experience in small groups and large organizations, including mentorship of new team members and conflict resolution
- Culturally sensitive to new immigrants and locals, 2 years' experience working with international students both in an educational and activist context

Languages

- English: Native Language
- French: Fluent level; speech and reading, Business level; writing
- Russian: Business level; reading and writing, Conversational level; speech
- Skilled communicator; able to synthesize and deliver complex information to diverse groups
- Experienced in delivering bilingual programming and in translating course and promotional resources (English and French)

RELEVANT EXPERIENCE

Treasurer, Dalhousie Russian Society

Dalhousie University, Halifax, NS 2019

- Oversaw the financial administration of the society
- Prepared and Presented a budget of over \$5000
- Evaluated cost feasibility of events, and assisted in sourcing and pricing
- Advised the board on financial strategy and advice on fundraising

STUDENT SUCCESS CENTRE

Academic Advising and Career Services

LANDON LANGUAGES

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Swimming Instructor and Lifeguard

Dalplex, Halifax, NS 2017 - 2019

- Instructed students of ages 3-60 from beginner to advanced levels
- Worked with students, patrons and staff with a range of physical, mental, and learning abilities, including creating and adapting curriculum for differently-abled students
- Communicated with patrons both in English and in French
- Supervised the safety and organization of the aquatic facility

President, Dalhousie French Society

Dalhousie University, Halifax, NS 2018 - 2019

- Responsible for the successful function of the society as a whole
- Ensured that the mission, the vision and the values of the society are communicated throughout the team and that the communication channels work at all levels
- Chaired meetings and acted a moderator when needed
- Delegated tasks to other society members and coordinated group projects
- Organized a collaborative all-languages event with other Dalhousie language societies, with over 300 attendees resulting in over \$2000 raised for Dalhousie Languages

Peer Tutor

Dalhousie University, Halifax, NS 2017 - 2018

- Tutored students in French, Russian, Literature, and Study Skills
- Maintained regular clients throughout a semester and organized exam preparation groups
- Led 4 1-hour workshops with 10-30 attendees, in reading and scanning skills. These workshops focused on scanning second-language texts for language and ESL students.

AWARDS AND CERTIFICATIONS

CPR-C and Standard First Aid 2016

TORFL (Test of Russian as a Foreign Language) – Level: Proficiency 2019

DELFL (Diplôme d'études en langue française) – Level B2 2019

Academic Excellence Award, Dalhousie French Dept. 2020



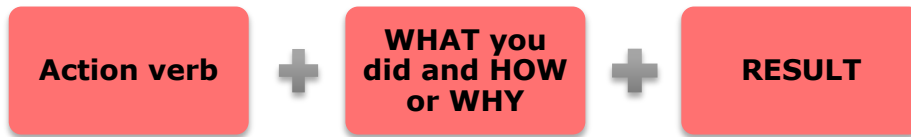


Action Statements

If you were face-to-face with an employer right now, what would you say? What skills and knowledge would you highlight? To capture your experiences and accomplishments on your résumé (and to stand out!) use **ACTION STATEMENTS**.

Tips:

- Quantify whenever possible, it adds perspective.
- Results are PROOF that you are effective.
- Avoid language such as “duties included” or “responsibilities were”; the employer wants to hear how and what **YOU** did
- Ask yourself, “What is the employer looking for in an ideal candidate?” and “How can I demonstrate that?”



Ineffective Action Statement	Effective Action Statement
<ul style="list-style-type: none"> Responsible for filling outside orders 	<ul style="list-style-type: none"> Processed corporate customer’s orders in excess of twenty thousand dollars while ensuring high customer satisfaction levels were maintained
<ul style="list-style-type: none"> Started a new program. 	<ul style="list-style-type: none"> Created and implemented a new youth mentoring program by assessing the needs of youth in the community through one-on-one interviews and focus groups which resulted in 80% participation of local high school students

Examples:

- Provided excellent customer service: assessed client’s needs, suggested products and always followed up.
- Performed study on agency effectiveness by interviewing staff and reviewing case court documents; recommended changes to manager were implemented.
- Collaborated with 12 peers to create and implement a recycling program: resulted in a reduction of paper consumption by 50%
- Resolved 25 client calls per day by responding to inquiries on various financial accounts resulting in improved client relations and decreased client complaints
- Researched and determined status of un-cashed checks and created a system to help track future unclaimed obligations which resulted in the initial savings of \$184,000 and \$20,000 annually
- Supervised and counselled 80 students on various issues from academic difficulties to peer pressure while observing strict confidentiality at all times
- Developed an application to replicate tables between databases providing the client with more power in function and flexibility throughout platforms using C and ESQl on a UNIX platform

STUDENT SUCCESS CENTRE

Academic Advising and Career Services

ACTION VERBS

Management skills	Communication Skills	Research Skills	Technical Skills
Administered Analyzed Assigned Attained Chaired Coordinated Delegated Developed Directed Evaluated Improved Increased Initiated Integrated Organized Oversaw Planned Prioritized Produced Recommended Reviewed Scheduled Supervised	Addressed Arbitrated Arranged Authored Collaborated Corresponded Developed Directed Drafted Edited Enlisted Formulated Influenced Interpreted Lectured Mediated Moderated Negotiated Persuaded Promoted Publicized Reconciled Recruited	Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed valuated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented Investigated Located Measured Organized	Adapted Applied Assembled Built Calculated Computed Constructed Converted Debugged Designed Determined Developed Engineered Fabricated Fortified Installed Maintained Operated Overhauled Printed Programmed Rectified Regulated
Teaching/Helping Skills	Financial Skills	Creative Skills	Clerical Skills
Adapted Advised Assessed Clarified Coached Communicated Coordinated Counseled Demonstrated Educated Enabled Encouraged Evaluated Explained Facilitated Guided Informed Instructed Trained	Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Computed Conserved Corrected Determined Developed Estimated Forecasted Managed	Acted Conceptualized Created Customized Designed Developed Directed Established Fashioned Founded Illustrated Initiated Integrated Introduced Invented Performed Planned Shaped	Approved Arranged Catalogued Classified Collected Compiled Dispatched Generated Implemented Inspected Monitored Operated Organized Prepared Processed Purchased Recorded Retrieved Screened