

PHY1600S - Effective Communication for Physicists

Sample Resume

Jane McDoe

5122 Black Creek Drive
Scarborough, Ontario N2V R9T
Home: (416) 555-1212 Cellular: (416)608-9999
E-mail: jane.doe@hoohah.com

EDUCATION

September 1915 - Present

University of Toronto

Bachelor of Domestic Science, expected in June 1925

- Major in Computer Crashes

September 1913 – June 1915

Ryerson Collegiate Institute

- Diploma of Hopeless Causes
- Graduated with honours in June 1915

SKILLS

Technical:

- Working knowledge of different operating systems such as Windows 95/98/NT, UNIX, Maytag Washing Machines.
- Familiarity with WordPerfect, Quattro, Excel, PowerPoint, other interface applications
- 60 wpm typing skills.
- Excellent analytical, problem solving, organizational and mathematics skills.
- Proficiency in both Tagalog and Hindustani.

Personal:

- Detail oriented, efficient and organized worker.
- High tolerance for changing priorities within a dynamic environment.
- Proven a quick and observant learner with strong willingness to learn new technologies.
- Highly diligent and motivated to take up challenging individual/ group assignments.
- Team player with strong leadership skills in group work and willing to take initiative.

AWARDS AND ACCOMPLISHMENTS

- Appeared on Faculty Dean's Honours List in recognition of academic excellence, 1920
- Top 90% in *Nortel's Black Ball Competition 1918* national-wide.
- Top 50% in *Sir John Falstaff Drinking Contest 1919* national-wide.
- Gold medal in *Speed Skating*, Berlin Olympics 1918
- Certificate of *Humility* in Red Cross volunteer drive (1921)
- Distinction in the *Guitar Practice*, Toronto Academy of Music (1919)

WORK EXPERIENCE

September 1911 - Present

French School, Peterborough, Ontario

Part-time Teacher

- Teach high school science courses in an interactive environment.
- Supervise writing tests and exams.
- Responsible for grading students at end of academic year.
- Provide individual tutoring and counseling to students on request.

September 1915 – April 1916

Future Shop, Toronto, Ontario

Part-time Retail Clerk

- Sell computers and accessories to reluctant buyers.
- Provide timely and effective cash registry operation.
- Respond to customer inquiries in a responsible and attentive manner.
- Solve general store problems in the absence of the store manager.

August, 1916 – 1917

Physiotherapy Clinic, Toronto (CNE), Ontario

Doctor's Assistant

- Advertised and promoted health services offered at the clinic.
- Effectively presented information and responded to inquiries on cult medicines
- Logged daily operations.
- Demonstrated Hypnosis and Mind Control to walk-in clients.

June 1917– February 1918

Bug your Neighbour, Scarborough, Ontario

Telephone Marketing Representative

- Promoted various useless products and services through telephone.
- Set up appointments with interested clients for financial gain.

VOLUNTEER AND EXTRACURRICULAR ACTIVITIES

Snowboarding Ski Bunnies (Ontario), 1916 – Present

- Principal daredevil in downhill events.

Toronto Hospice, 1917 - Present

- Provided care for the dying and support for their families
- Monitored visiting times
- Called 911 in emergencies

Liberal Party of Canada, 1917 - 1919

- Circulated and sent a petition demanding Chretien's resignation.
- Led the Youth Wing's revolt, 1918.

INTERESTS

- Enjoy reading novels, attending concerts, playing with computers, surfing the web, outdoor activities, playing music.
- Lead singer in jazz combo, **In your Face**.

References available upon request