## Jane Doe

# 123 Any Avenue Toronto, Ontario, Canada

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## **EDUCATION**

## Bachelor of Arts, Hons. in Anthropology and French (Double Major)

2013 – present

York University - Toronto, Ontario

## **WORK EXPERIENCE**

#### Research Assistant, York University

Nov. 2014 – present

- Assemble materials for various conference presentations and academic publications
- Compile and organize primary and secondary sources from archives and libraries onto spreadsheets
- Collaborate with research team on multiple, time sensitive projects

## Research Assistant, York University, Glendon College

Sept. 2013 - April 2014

- Aid professor with research on the changes in Canada's languages and immigrant population
- Data collection utilizing online archives such as Statistics Canada

### **EXTRACURRICULAR ACTIVITIES**

Treasurer, Anthropology Students Association, York University

May 2015 – present

- Manage finances of association including funding, sales, accounts balancing, and monetary transactions
- Coordinate events with other executives; overseeing budgets, catering, scheduling, etc.
- Promoting a more engaging, supportive community for anthropology students by increasing awareness and involvement of club events, holding social get-togethers, academic support, etc.
- Organized the "What Can I Do With A Degree In Anthropology" workshop with the department, inviting alumni's to speak about career options and network with students

**Editor**, Student Journal of Anthropology, York University

November 2015 – present

- Coordinate, review and edit academic materials for publication
- Collaborate with editorial committee, authors and peer reviewers in revision process
- Support York University students in publishing their work in the journal, allowing them to gain experience in publication and peer review process to improve their academic writing and research skills

## Classroom Volunteer, PEACE by Peace, York University

September 2014 - April 2015

- Educate elementary school students about conflict management, teamwork, anti-bullying, communications skills, and community building through interactive games and curriculum
- Provide emotional support to students with social issues such as bullying and low self-esteem

#### **VOLUNTEER EXPERIENCE**

Classroom Assistant, Aldergrove Public School, Markham, ON

September 2013 – present

- Supervise primary school children in activities that develop reading, writing and math skills
- Engage students in learning through interactive, fun and inclusive activities such as crafts, music and games

## Guest Speaker, York International, York University

April 2016

• Presented insights and advice based on my personal experience of the summer course in Greece for students participating in the YorkU Summer Abroad program

**Student Ambassador,** Department of Anthropology, York University

November 2015

- Promoted the Anthropology program at York's Fall Open House
- Addressed questions of prospective students about degree requirements, student life, career options, etc.

Guest Speaker, Department of Anthropology, York University

September 2015

- Presented experiences and insights as an undergraduate student at student orientation event
- Answered questions from incoming students regarding their concerns about their academic life

#### HONOURS AND AWARDS

York University's Dean Circle of Student Scholars	2013 – present
York University Renewable Entrance Scholarship	2013 – present
• Dean's Award for Academic Excellence	September 2015
• Institute of Social Research Scholarship	November 2015
• Senior Anthropologist's Student Award	November 2015
Nicol, Vince and Wensley Prize in Anthropology	November 2015