

RÉSUMÉ WRITING

Sample Résumé: Environmental Planning

Suparna Singh

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OBJECTIVE

A position as a Junior Urban Design Planner in which I can apply over 1 year of municipal planning experience, solid academic foundation in urban design, and skills in building productive community and team partnerships to explore ways of achieving sustainability through innovative urban design.

EDUCATION

Master in Environmental Studies, Planning Expected 2018
York University, Toronto, ON

- **George and Helen Vari Foundation Entrance Award 2015** (\$2,500) for academic excellence

Bachelor of Environmental Studies 2016
Specialization in **Environmental Management: Policy, Resources and Conservation**
York University, Toronto, ON

- **Unilever Undergraduate Entrance Award in Environmental Studies** 2012
 - Based on an 80% GPA, and an essay judged by industry representatives as best presenting a vision of sustainability

RELEVANT EXPERIENCE

Planning Assistant 2014 - 2015
City of Cockatoo Community and Development Planning Department

- Reviewed and compiled detailed census and community service data, and created comprehensive online [Community Profiles](#) to allow ease of access to information about Cockatoo's 12 residential neighbourhoods, resulting in a 15% increase in traffic to the City's website
- Provided research assistance and planning expertise to the multidisciplinary team responsible for conducting the City's Housing Options Feasibility Study

Planning Intern Summer 2014
The Greer Galloway Group Inc., Engineers & Planners, Peterborough

- Worked with and supported 8 senior planners in generating effective environmental, policy and land use planning reports
- Conducted land use, demographic, and utility/public services research, and reviewed relevant planning legislation to ensure that proposed design projects were in keeping with municipal and provincial regulations
- Researched and compiled high volumes of data for the Feasibility Study of the Catundra Day Care Centre in Belleville, Ontario

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RELEVANT EXPERIENCE (Continued)

Communications Coordinator (Volunteer)
Rocket Riders, Toronto

2013 - 2014

- Implemented marketing and communications initiatives aimed at increasing awareness of Rocket Riders and its activities in advocating for intelligent and just solutions to wider transportation and environmental issues in the GTA
- Oversaw a team of 5 volunteers in the publication of a monthly newsletter and the ongoing maintenance of the Rocket Rider website, and served as moderator of an online transit users forum
- Served as the Rocket Riders Spokesperson in liaising with and voicing the concerns of transit users to transit authorities, municipal governments and the general public in the GTA

Research Assistant (Volunteer)
Ontario Healthy Communities Coalition, Toronto

2012 - 2013

- Provided extensive research support over a period of 11 months to the production team of *Cause & Effluent*, an educational video presenting seven ecological technologies and strategies successfully being used to treat waste as a resource
- Developed and conducted a survey of 51 waste management firms nation-wide to gather input on existing and emerging waste management technologies, and contributed to the editing of the final 65-page report which was submitted to 5 regional councils in Ontario

ADDITIONAL EXPERIENCE

Customer Service Assistant Manager, (summer and part-time)
The Bay, Yorkdale Shopping Mall, Toronto

2010 - 2012

- Promoted from Sales Representative to Customer Service Assistant Manager within 8 months on the job based on outstanding ability to communicate well with team members, resulting in a positive and productive team work environment
- Awarded as 'Employee of the Month' in December 2010 based on customer service excellence, including providing timely and accurate responses to customer requests while promoting products
- Took the initiative to keep up to date with product knowledge to understand retail trends and anticipate customer needs; exceeded manager's expectations on the annual performance evaluation
- Demonstrated ability to successfully build relationships with customers by accurately assessing their needs and recommending suitable products, exceeding sales targets by 10%

PROFESSIONAL AFFILIATIONS

Student Member of the Ontario Professional Planners Institute (OPPI)

2015 - Present