

## RÉSUMÉ WRITING

### Sample Résumé: Sociology

#### EMMIE LAKOTIA

7th Any Avenue, Toronto, Ontario, M9W 2A3, (416) 765-4321, elakotia@gmail.com

---

#### HIGHLIGHTS OF QUALIFICATIONS

- Two years of successful experience organizing and implementing events which motivate others to become engaged participants in international development and change
- Solid academic background in international development, and well developed research skills (particularly in quantitative and qualitative data collection analysis)
- Friendly and outgoing with exceptional ability to communicate and resolve conflicts; fluent in verbal and written English, Spanish, Hindi, Urdu and Gujarati
- Possess an unconditional commitment to the work of social justice and enjoys collaborating with others in multicultural, multidisciplinary teams

#### EDUCATION

##### Honours Bachelor of Arts Degree in Sociology

Expected October 2017

York University, Toronto

- Awarded York University Entrance and Continuing Student Scholarship based on academic excellence (85% average)

##### Relevant Project: Comparative Analysis of Local and Foreign responses to HIV/AIDS crisis in Africa (2015)

- Applied archival and library research methods as well as analytical skills to examine HIV/AIDS as a development concern and a national crisis in Botswana, Africa.
- Gathered epidemic statistical data and compared the response to treatment of local government vs. International Non-Governmental Organizations.
- Composed a 20-page essay, including an in-depth look at the 'anatomy of prejudices' - sexism, homophobia, class oppression and racism; professor commented on "sharp observations and well developed arguments".

##### Relevant Course: Ethnicity, Power and Identity in the Third World (Final Grade: A)

- Completed weekly group presentations analyzing international development issues, such as globalization, post-colonialism, gender and human rights.

#### RELEVANT EXPERIENCE

##### Facilitator/Event Coordinator, Volunteer

2015 - Present

Latin American Student Association, York University, Toronto

- Planned and implemented panel presentations, including researching and liaising with community advocates, professors and researchers, motivating York students to become effective participants in international development.
- Applied cross-cultural communication and anti-discrimination principles while organizing and promoting social and cultural activities, such as art and film exhibitions as well as historical and religious holiday celebrations. Events attracted over 100 participants, and promoted equity, sensitivity and social justice.
- Received the '2015 Founders College Ring Award' for demonstrating an exemplary commitment to fostering York University community atmosphere through the organization of extracurricular activities such as seminars, art exhibits, and film festivals.

## ADDITIONAL EXPERIENCE

### Summer Camp Counsellor YMCA, Toronto

Summer 2014 & 2015

- Demonstrated strong team playing skills by organizing 'Lunch and Learn' meetings to share best practices, including developing specialized services to integrate persons with special needs into recreational programs. Consequently, this initiative was adopted by two other YMCA branches in Toronto.
- Applied awareness of diversity issues and the developmental characteristics of age groups in the planning and implementation of recreational activities, involving various teaching methods such as story-telling, visual and hands-on exercises.
- Achieved over 85% in final performance evaluation, supervisor commented "delivers recreational services with integrity and stays current with legislation, such as confidentiality and children's rights."
- Kept systematic records with great detail, including participant registration forms and accident reports; reported all health & safety concerns to management.

## TRAINING AND PROFESSIONAL DEVELOPMENT

<b>First Aid &amp; CPR Certification, Level C</b> , Canadian Red Cross, Toronto	2016
<b>Conflict Resolution Skills</b> , YMCA, Toronto	2015
<b>Diversity Training</b> , YMCA, Toronto	2014

## SPECIFIC SKILLS

### Computer

- Proficient in Microsoft Windows and Mac OS X Snow Leopard
- Experienced using EventPro, Fastbook 5.5, and MS Office (Word, Excel and PowerPoint)
- Working knowledge of Lotus 1-2-3 and SPSS (statistical program)
- Accurate typing speed of 50 wpm

### Technical/Other

- Able to set up, trouble shoot and dismantle A/V equipment such as LCD projectors, video recorders and computer access
- Possess valid Ontario Driver's license and reliable vehicle