

Susan Wright

EDUCATION

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| September 2004 -
To date | <p>Baccalaureate in Arts, Honours Communication/CO-OP
University of Ottawa (ON)</p> <ul style="list-style-type: none"> • Currently in second year • AWARDS AND ACHIEVEMENTS • University of Ottawa's Admission Scholarship • Dean's Honour List for the year 2004-2005 • Scholarship to study in French |
| September 2000 -
June 2004 | <p>Ontario Secondary School Diploma
Louis-Riel High School (ON)</p> <ul style="list-style-type: none"> • AWARDS AND ACHIEVEMENTS • Enriched Program • Ontario Scholar Certificate • Award for Artist of the Year in French Composition • Award for the class "Les Grandes oeuvres de la littérature" |

SKILLS

Creativity

- Planned and edited a Flash animation for an annual fashion and talent show for 350 people in high school for two consecutive years
- Designed and created pieces of clothing
- Created different videos for the Video course

Leadership

- Organized several work groups for university and high school classes
- Proven initiative by planning a fundraiser for Afghan orphans as a member of a multicultural committee in high school and gave the funds to the Embassy for distribution in the country
- Coordinated an art and fashion show; created the advertising posters; worked in a group to find the theme; organized several fundraisers to finance the show
- Organized a multicultural show as a member of the multicultural committee

Communication

- LANGUAGES: Speak and write fluently in both French and English (bilingual) and have basic notions of Arabic
- WRITTEN COMMUNICATION: Participated in the creation of a school book on mental health
- Journalist for the school paper at Louis-Riel High School
- Wrote and corrected several essays and informative texts for Communication and Politics classes
- Revised and corrected spelling, syntax and grammar errors of essays written by fellow students
- ORAL SKILLS: Addressed several oral presentations in various classes
- Member of a UN debate circle in high school
- Participated in the television quiz VirezNet

Computer Programs

- SOFTWARES: Corel Presentations, WordPerfect, MS PowerPoint, MS Word

Multimedia

- CorelDRAW, Macromedia Fireworks, Flash and Adobe Photoshop

Internet

- Acquired experience in Internet research

WORK EXPERIENCE

October 2005 -
Present

Salesperson/Cashier

Chapters, Gloucester (ON)

- Given additional responsibility to organize the French language section
- Acquired aptitudes in time and priority management by helping clients and shelving books
- Developed problem-solving and communication skills by resolving customer complaints

ADDITIONAL INFORMATION

Volunteering

- Member of the student Help club
- Participated to the Blackburn Fair in collaboration with the "Club optimiste" of Blackburn Hamlet

Associations

- Member of the executive committee in charge of a fashion and talent show; member of the recycling committee; member of the school band

Interests

- Flute, music, reading, cooking, sewing, stitching, photography and traveling

REFERENCES

Jean Bilodeau
Teacher
Louis-Riel High School, Ottawa (ON)
613 123-4567
jean@hotmail.com
Human development teacher in high school

Karine Vallé
General Manager
Chapters, Gloucester (ON)
613 123-4567

*John Ross***EDUCATION**

- September 2004 - Present **Baccalaureate in Applied Science, Chemical Engineering CO-OP**
University of Ottawa, Ontario
- Presently in second year
 - Dean's Honour List for 2004-2005
 - Admission Scholarship from the University of Ottawa for two consecutive years (2004-2005)
 - The Wilfrid Brisson Undergraduate Memorial Scholarship (2006)
 - The McLimont Scholarship (2006)
- September 2000 - June 2004 **High School Diploma**
Béatrice Desloges, Ottawa, Ontario
- Obtained the highest grades in Chemistry 12U, Physics 12U and Calculus 12U

SKILLS**Computer****Microsoft Office**

- Good knowledge of basic operations in Excel such as formulas, tables, graphs, and goal seek
- General use of Word, PowerPoint and Outlook

C++

- Development of algorithms in order to use basic operations such as loops as well as declaration and manipulation of arrays

Internet

- Advanced knowledge for researching, browsing and downloading

Corel

- General knowledge of software such as WordPerfect, Presentations and Quattro

Engineering

- Good knowledge of material balances on single and multiple units, recycle and bypass, reactive and non-reactive systems.
- Learned about process analysis using mass and energy balances as well as thermodynamic relationships.
- Comprehension of fluid flow concepts such as macroscopic mass, momentum, and energy balances. Good understanding of Newtonian and non-Newtonian fluids, compressible and incompressible fluids, friction factors and Reynolds numbers for flow in conduits, around submerged objects, in packed beds and porous media, as well as knowledge of fluidization, and dimensional analysis.
- Experienced with chemical laboratory processes such as titration, extraction, distillation and crystallization.
- Gained knowledge on mechanisms of organic reactions, and basic principles of organic chemistry.
- Evaluated simple, improper and multiple integrals, used the Taylor polynomials, evaluated integrals by using polar and spherical coordinates, and experienced in partial derivatives.
- Good understanding of first order differential equations, linear differential equations of higher order and Laplace transformations. Experienced as well in numerical methods such as numerical differentiation, integration and solutions of differential equations.

Communication

- LANGUAGES: Fluent in both English and French (bilingual)
- WRITTEN SKILLS: Composed reports for physics, general chemistry and organic chemistry laboratories
- Capable of writing in both English and French
- Wrote many technical reports

WORK EXPERIENCE

July 2004 -
Present

Customer Service Representative

Mark's Work Wearhouse, Ottawa, Ontario

- Developed communication skills while interacting with customers either by helping them find an item suitable to their needs or by listening and interpreting in order to find what they are searching for
- Researched and ordered articles for customers using a computerized inventory system.
- Organized and maintained the appearance of the displays on a regular and constant basis

May 2005 -
August 2005
(Summer job)

Landscaping Assistant

Beechwood Cemetery, Ottawa, Ontario

- Maintained the appearance of the cemetery by cutting grass, trimming, and general landscaping
- Operated a Gator (used for transportation), a Lazer (mechanical grass cutter), as well as other small engine tools

April 2004 -
August 2004

Customer Service Clerk

Farm Boy Fresh Market, Orleans, Ontario

- Served the customers as a cashier and executed cleaning duties in order to maintain an organized appearance for the store

ADDITIONAL INFORMATION

Volunteer Work

- Participated in the Canadian Cancer Society's "Relay for Life" of 2005
- Assisted as an ambassador during the 2003 Ontario Provincial Improvisation Tournament "L' Afolie"
- Aided the Friends of Petrie Island Association during the summer of 2002

Interests

- Music, guitar, reading
- Tennis, alpine skiing, boating

REFERENCES

Tim Brown
Store Operator
Mark's Work Wearhouse, Ottawa
613 123-4567
Mr. Brown is my previous manager at Mark's Work Wearhouse.

Ted Clark
Supervisor
Farm Boy Fresh Market
613 123-4567
Mr. Clark was my manager.

Sam Baker
Foreman
Beechwood Cemetery, Ottawa
613 123-4567
Mr. Baker was my foreman when I worked at Beechwood Cemetery.

Susan Wright

EDUCATION

September 2005 -
Present

Baccalaureate in Commerce, specialization in Marketing, CO-OP Program

University of Ottawa (Ottawa, Ontario)

- Presently in second year
- Renewable Scholarship of Admission
- Dean's Scholarship for leadership
- Scholarship of the Francophonie

September 2003 -
June 2005

College Diploma

CEGEP de l'Outaouais (Gatineau, Quebec)

- Natural Sciences
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SKILLS

Communication

- LANGUAGES: Excellent verbal and written French, good knowledge of verbal and written English (bilingual), and elementary knowledge of Spanish.
- WRITTEN WORKS: Wrote an essay on the importance of completing studies in the French language for the Francophonie Scholarship: won the scholarship.
- Wrote a news piece for "Nouvelles fraîches", Collège Saint-Alexandre, 2002 Edition.
- VERBAL COMMUNICATION: Took part in several French and English debates both in high school and college.
- Wrote and presented a 30-minute summary in final year of college.

Creativity

- Developed a marketing plan for an academic course.
- Pursued visual arts courses in high school and college: photographic creation, collages, watercolour exploration, drawing techniques, and sculpture design.
- Active member of high school theatre company.

Problem-solving

- Theoretical knowledge of an organization's operational and principal components.
- Wrote on a weekly basis on case studies of organizational problems.
- Team preparation and detailed presentation analysis.
- Background based on mathematical problem-solving.

Computer

Software

- Ability to develop a variety of documents (data analysis, build tables and graphics) important to the business world with Microsoft Word, PowerPoint, Excel, Access and Corel WordPerfect.

Internet

- Ability to carry out Internet research using Internet Explorer and Netscape.

Programming

- Able to use certain techniques for problem-solving and algorithm development.
- Developed programs using Visual Basic, a fourth generation language.

WORK EXPERIENCE

January 2003 -
April 2006

Laboratory Technician

Jean Coutu Pharmacy (Gatineau, Quebec)

- Promoted to Laboratory Technician.
- Obtained 100% on the customer service evaluation.
- Showed leadership while taking part in the training of new employees.
- Built and developed excellent skills in interpersonal relations and problem resolution while responding to customer requests and needs.
- Gained expertise to serve customers quickly and efficiently.
- In charge of basic accounting duties related to the position.

May 2003, May 2004,
May 2005

Reception Attendant

Professional Training Service, University of Ottawa (Ottawa, Ontario)

- Member of the organization of the Mini-Courses Enrichment Symposium.
- Demonstrated professionalism while representing the University of Ottawa.
- Communicated efficiently in both official languages to potential University of Ottawa students and their parents.

ADDITIONAL INFORMATION

Interests

- Attended dance classes (ballet, jazz and tap) from 1989 to 2003; competed in several dance competitions from 1998 to 2002.
- Interests in alpine skiing, drawing and fashion design.

Additional Training

- Training in group facilitation

REFERENCES

Guy Lebeau

Director

613 123-4567

guy@uOttawa.ca

Mr. Lebeau was my supervisor during the symposium on the Mini-Courses of Enrichment Program.

Yves Blais

Pharmacist

Jean Coutu Pharmacy (Gatineau, Quebec)

819 123-4567

Mr. Blais is a pharmacist and a colleague at the pharmacy where I presently work part-time.

Susan Wright

EDUCATION

Fall 2005 -
Present

Baccalaureate of Science Honours in Biochemistry (CO-OP)

University of Ottawa, Ontario

- Awarded Entrance scholarship of \$2500
- Awarded the “Francophonie” scholarship of \$1000

Fall 2003 -
Spring 2005

College Diploma

CÉGEP de l’Outaouais, Gatineau, QC

- Pre-university Program: Natural Sciences
 - Awarded the distinction of “Academic Merit” in sports from the ARSCIM
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SKILLS

Laboratory

- Experienced in organic, inorganic and analytical chemistry, in physics, in biology and biochemistry.
- Experienced in aseptic work methods for bacterial manipulation.
- Experienced in chromatography (on paper, on thin-layer, two-dimensional, gel-permeation, ion-exchange), acrylamide and agarose gel electrophoresis, dialysis, centrifugation, spectrophotometry.
- Good experience in titration, pipetting, extraction, distillation, crystallization and purification.
- Experienced in biochemical techniques such as DNA purification, use of restriction enzymes, extraction of liver lipids.
- Knowledge of biochemical techniques such as inversed phase chromatography, affinity chromatography, partition chromatography, high-performance liquid chromatography, isoelectric focusing and two-dimensional electrophoresis.

Communication

- Bilingual (French-English).
- Took basic Spanish classes in college.
- Good experience in oral and written ethical, philosophical and scientific debates.
- Speak well in public.
- Good experience in writing incident, accident and scientific reports.
- Reporter for the Revue l’Étudiant Outaouais for two years and received three nominations for articles at the awards ceremonies.

Leadership

- Promoted to Chief-Lifeguard for having demonstrated leadership skills.
- Was head of the defence line (soccer) with the best results of its category for four years in a row.
- Accept with an attentive ear all constructive criticism.
- Take into consideration every suggestion from peers.

Computer

Fly-Lab

- Able to predict the results of experimental crossings of the “Drosophila melanogaster” taking or not the sex factor into consideration.
- Able to do a Chi square analysis of the obtained proportions.

PopG

- Able to predict the speed fixation or elimination of a mutant allele “A” measured in generations in relation to the population size, the fitness of genotypes, the mutation rates, the migration rates between populations, the initial frequency of “A” and the number of populations.

MS Office

- Capable of using the MS Excel software to organize data in tables, make complex calculations, create graphs and analyze them.
- Extended knowledge of the MS Word processing software.
- Capable of using the MS PowerPoint software to organize information in a manner fit for presentation.

WORK EXPERIENCE

2002 -
Ongoing
(Summer job)

Chief-Lifeguard

City of Gatineau (QC)

- Promoted progressively from Assistant to Lifeguard to Chief-Lifeguard.
- Obtained extensive training in lifesaving techniques and acquired more experience.
- Lead and supervise a team of lifeguards.
- Establish, teach and apply emergency procedures.
- Participate in the organization and direction of the lifeguard practises and physical trainings and organize the activities for the National Drowning Prevention Week.
- Ensure the safety of swimmers through prevention.
- Give first aid and apply lifesaving techniques according to level of training.

2004 -
Ongoing

Substitute Teacher (High School)

Commission scolaire des Draveurs, Gatineau (QC)

- Supervise the work of a group of students.
- Follow the instructions left by the teacher.
- Taught an English class on question words and developed communication skills.

February 2005 -
June 2005

Tutor (Chemistry of Solutions)

CÉGEP de l'Outaouais, Gatineau (QC)

- Gave private sessions and helped student with exercises.
- Simplified the subject matter and developed communication skills.
- Enabled the comprehension of chemistry at the molecular level.

ADDITIONAL INFORMATION

Volunteer Work

- Assisted Science and French High School Teachers on a regular basis during CÉGEP.
- Provided training in the Jiu Jitsu children's class.
- Provided various volunteer work for the "Association de soccer de Gatineau", the "Association régionale de soccer de l'Outaouais", "Volants-Bleus", "Polyvalente Nicolas-Gatineau".

Team Sports

- Soccer (13 years): 13 gold and 7 silver medals (regional, provincial, national and international levels).
- Volleyball (2 years): 2 gold and 1 silver medals (regional and provincial levels).

REFERENCES

Anne Potvin
Vice-Principal
Polyvalente Nicolas-Gatineau, Gatineau (QC)
819 123-4567
anne@csdraveurs.qc.ca

Jean Talon
Teacher
CÉGEP de l'Outaouais (Gatineau, QC)
819 123-4567
jean@cegepoutaouais.qc.ca
He is the teacher who recommended me as a tutor.

Susan Wright

EDUCATION

September 2005 -
Present

Baccalaureate in Social Sciences with Honours in International Development and Globalization - CO-OP

University of Ottawa (Ontario)

- Presently in second year of studies
- Admission bursary from the University of Ottawa
- Francophonie bursary from the University of Ottawa

2003 -
2005

College Diploma in Social Sciences

Cégep de l'Outaouais, Gatineau, Québec

- Had above 85% average every semester
 - Was a tutor at the French Writing Centre, helping two students
 - Recipient, along with a group of students, of a \$12000 grant from the Québec Ministry of Education, to promote awareness of violent relationships in a college lifestyle context.
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SKILLS

Critical thinking

- Analyzed the relationship between Ethiopia and Eritrea, as well as the impacts from the intervention of the UN concerning this conflict and wrote a 20-page report in a International Political Science class.
- Completed, in a Social Sciences methods class, a survey and interviews, compiled information and analysed the evolution of the mentality of college students' attitude regarding homosexuality. The results were used by a Sociology professor in class, and published in the school newspaper.
- Analysed the dynamic order of the world and theories used within International Relations by participating in discussion groups.

Communication

- VERBAL COMMUNICATION: Prepared and gave classes as a tutor in college.
- Prepared and gave oral presentations on different subjects such as health concerning teens, Québec literature and the environment.
- Participated in different debates on subjects such as advertising in schools and abortion.
- WRITTEN WORKS: Wrote a short story, while in High School, which was published in the book "Nouvelles fraîches".
- Wrote a short story which was published in the book "Once upon a time... Short stories for kids".
- Reviewed and corrected the vocabulary and the grammar of many essays written by other students.
- Wrote several essays, summaries and comparative studies in many subjects, such as Political Sciences and French.
- LANGUAGES: Excellent knowledge of French, very good knowledge of English (bilingual), intermediate knowledge of Spanish.

Computer

Internet

- Capable of processing complex research on the Internet using Internet Explorer and Netscape.

Software Packages

- MS Word, WordPerfect, Antidote.

WORK EXPERIENCE

November 2005 -
Present

Waitress

Restaurant, Gatineau, Québec

- Received a promotion to be a waitress due to the excellent work done as a busgirl.
- Gained great team spirit from working with the kitchen personnel and other employees to ensure the proper functioning of the restaurant.
- Improved communication and problem-solving skills from being in contact with the clientele.
- Quickly gained the ability of working alone and being responsible for a certain section of the restaurant after two weeks of training.

May 2004 -
November 2005

Host / Busgirl

Restaurant, Gatineau, Québec

- Maintained an open attitude by adjusting to the different clients in a diplomatic way.
- Worked well under stress.
- Was at ease making contact with people.

November 2003 -
May 2004

Team Player

Famous Players, Gatineau, Québec

- Proven to have leadership skills when dealing with and training new employees.
- Gained interpersonal communication and problem-solving skills from having been in contact with clients.

ADDITIONAL INFORMATION

Volunteering

- Volunteered approximately 100 hours at a retirement home.
- Organized outings for the elderly living in this residence.

Hobbies

- Reading, writing, listening to music and going to the theatre.
- Participated in team sports such as volleyball and badminton.

REFERENCES

Jules Vallé

Owner

Restaurant

819 123-4567

He was my supervisor, as well as the owner and manager of the restaurant.

Paul Michaud

Supervisor

Famous Players

819 123-4567

Mr. Michaud was my supervisor.