

SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS RÉSUMÉ ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLANCE TO REAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL

JANET WILLIAMS

273 Bridge Street, Belleville, Ontario, K8P 4A7 ♦ 613-966-1523 ♦ jwilliams@yahoo.ca

OBJECTIVE

Loyalist College student from the School of Justice Studies seeking a spring practicum in a residential facility for young offenders

QUALIFICATIONS

- ♦ Proven ability to effectively and efficiently solve problems
- ♦ Strong understanding of conflict management techniques
- ♦ Outstanding oral and written communication skills
- ♦ Willing to work variable shifts including nights, weekends, overnights
- ♦ Clear Criminal Record Check

EDUCATION

Community & Justice Services, Loyalist College, Belleville, Ontario (2014-present)

- ♦ Currently enrolled in the final semester of a two year Justice Studies diploma program
- ♦ Acted as class representative to Student Government

First Aid & CPR; Level C, St. John's Ambulance (2014)

Non-Violent Crisis Intervention, Crisis Prevention Institute (2015)

Ontario Secondary School Diploma, Moira Secondary School, Belleville, Ontario (2013)

RELATED EXPERIENCE

Role Model (Volunteer) – Quinte Detention Centre, Napanee, Ontario (2015)

- ♦ Acted as suitable role model for clients
- ♦ Observed, monitored, and recorded client behaviour
- ♦ Abided by established policies, procedures, and codes of conduct

EMPLOYMENT HISTORY

Cashier – No Frills, Belleville, Ontario (2012-present)

Customer Service – Tim Horton's, Belleville, Ontario (2010-2012)

- Communicated articulately with diverse clientele on daily basis
- Solved problems quickly by being an effective listener
- Practiced ability to stay calm in stressful circumstances

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