

PHILOSOPHY (SECOND YEAR)

Max Renault

125-1425 Douglas Street, Victoria BC, V8R 3T6
Phone: 250-555-4208 Email: maxrenault@nowhere.com

OBJECTIVE

Entry-level research assistant position with a focus on social and community issues

HIGHLIGHTS OF QUALIFICATIONS

- Strong research and communication skills acquired through completing academic projects, managing programs, and facilitating groups
- Excellent analytical and problem solving ability developed through writing academic essays, working with the public and participating in community initiatives
- Extensive experience with MS Office in academic, work and volunteer contexts
- Commitment to continuous learning and development

EDUCATION AND TRAINING

Bachelor of Arts in Philosophy

University of Victoria (Nov 2011)

- Received grades consistently in the 85 to 95% range for upper level university essays and projects ranging from 1000 to 3000 words each
- Analyzed and interpreted government legislation, philosophical arguments and scholarly essays in Political Science and Philosophy classes
- Researched topics for university essays including federal and provincial policy on First Nations, Canadian national security, recidivism in the criminal justice system, as well as federal and provincial relations with the United States
- Delivered academic presentations to a peer audience summarizing and explaining complex philosophical arguments

RELEVANT PROFESSIONAL EXPERIENCE

Restorative Justice Mentor & Facilitator (Volunteer)

Restorative Justice Victoria, Victoria BC (Oct 2010 - Present)

- Co-facilitate meetings with offenders and victims, where the offense is discussed and an agreement outlining the consequence for the offender is finalized
- Mentor individual offenders and support them in completing their agreements
- Participate in Restorative Justice training workshops and monthly meetings

Community Volunteering Youth Leader (Volunteer)

Volunteer Victoria, Victoria BC (June 2009 - Present)

- Co-develop program including branding, writing media blurbs for local radio, creating a poster advertisement campaign, and planning events
- Lead youth program participants in their volunteering at a variety of local events, as well as assist in the implementation of the events themselves including: Luminara, Dragon Boat Festival, and Winter Meals at Our Place homeless shelter

Supervisor and Special Needs Manager

Pacific Child Care Centre, Victoria BC (May 2009 - Aug 2009)

- Coordinated the Centre's approach for social integration and aggression management for an individual child which included writing daily progress reports, maintaining contact with health care professionals, and instructing staff in progressive behavior management
- Researched program material, input personal information into databases, and responded to daily correspondence

Program Coordinator

Burnside-Gorge Community Centre, Victoria BC (May 2008 - Aug 2008)

- Created a new and successful program hosting over 60 youth, which more than doubled the preceding program's attendance record
- Presented weekly written progress reports, vision statements, transition strategies, and program related concerns to volunteer staff, and board members
- Facilitated parent information meetings
- Recruited, trained, and managed a volunteer staff of 10 individuals

ADDITIONAL EXPERIENCE

Banquet Server

Delta Ocean Pointe, Victoria BC (Sept 2007 - Present)

- Maintain a four star standard of service while managing competing priorities to ensure client satisfaction and achieve employer objectives
- Apply non-confrontational communication strategies when assisting difficult clients
- Evaluate customer and colleague feedback forms as an active member of the nomination committee in order to determine the employee of the month

Sales, Delivery, and Administration

West Coast Trading, Victoria BC (May 2007 - Sept 2007)

- Displayed competence in use of internal information systems by maintaining accuracy in document return and data entry
- Worked efficiently with the Island Grocery Representative to determine the optimal scheduling of order billing and delivery

REFERENCES AVAILABLE ON REQUEST
