

ARTS, Social Sciences, Humanities & Related Fields

Resume – Entry-Level Positions

For each application, revise sections (headings, order) and content to highlight related strengths (e.g., knowledge, skills).

Job Scam Protection: Concerned? Note only cell number, email address and/or LinkedIn invitation.

Jordan Dinwiddie

Regina, Saskatchewan

306-769-9521

j.dinwiddie@uregina.ca

linkedin.com/in/jordandinwiddie

Summary of Qualifications – Program Coordinator for Newcomer Services

Intercultural Communication, Organized & Solution-Oriented, Diverse Perspectives

Community-minded, ___ and ___ generalist with university-level education and strengths in understanding the impact of complex geo-political and historical events on human migration and settlement. Analyzes global, national and ___ concerns from multiple perspectives. Respectfully communicates on intercultural teams. Collaborates with diverse stakeholders on ___. Delivers engaging presentations on topics related to ___. Dedicated and ___ for inspiring others to ___.

Use Keywords: Highlight your related strengths using keywords from the job posting. Try to include noteworthy details, statistics or results.

Relevant Knowledge, Skills & Accomplishments

Immigration & Migration

- Acquired comprehensive knowledge and understanding of the Canadian political system and its impact on social and cultural and change, including immigration, refugee policy and ___.
- Conducted historical and political research to analyze and propose rationales (human rights and economic) for developing government policy on immigration processes and supports, and ___.
- Completed courses include:* Canadian Politics and the Charter of Rights; Third World and Political-Economic Change; Global Governance: International Organizations; and Today's World: Historical Perspectives.

Option: Note related courses.

Program Development, Community Engagement & Volunteer Recruitment

- Collaborated with diverse stakeholders to assess community needs and develop programming, resulting in the highest number of participants and volunteers to date. (volunteer)
- Promoted programs via multimedia (print, radio, social media), increasing Twitter traffic by 35%.
- Informed of government services and contacts, an asset for securing potential support and funding.

Intercultural Communication, Presentation & Transferable Skills

- Trilingual:* Speak English, French (advanced) and Spanish (basic) with aptitude for language learning.
- Demonstrated ability to listen attentively for attaining mutual understanding in multi-lingual interactions.
- Delivered engaging presentations, providing clear details and addressing concerns on complex topics.
- Communicated respectfully with people of diverse cultures and backgrounds, ensuring understanding.

Administration & Computer

- Performed administrative tasks with attention to detail when recording and analyzing statistical data for: program evaluation, budget management, and programming and recruitment activities.
- Utilized Microsoft Office (Excel, PowerPoint and Word) to create spreadsheets, track and analyze data, and prepare presentations on topics related to ___. (coursework)
- Implemented time management strategies for completing projects and sub-tasks by timelines. (coursework)

Education

Customize Each Resume: Analyze the requirements and sort into categories with headings. Use keywords from the posting to describe your related strengths and experience.

Bachelor of Arts Degree – History & Political Science

University of Regina, Regina, SK

20XX – present
(expected completion Apr. 20XX)

Scholarships & Awards

Millennium Leadership Award, Building Futures Foundation, Regina
General Proficiency Scholarship, University of Regina

20XX
20XX & 20XX

Professional Development

Certificates & Continuing Education

Respect in the Workplace Certificate, University of Regina
Conflict Resolution Certificate, Centre for Social Development, Regina

20XX
20XX

Relevant Work Experience

Other Headings: Work Experience, Professional Experience

Parliamentary Guide

May – Aug. 20XX
(summer)

Parliament of Canada, Ottawa, ON

- Conducted 4 tours/day for 120-150 visitors (English and French), adapting presentations to the needs of different groups (e.g., international visitors, dignitaries, school children).
- Delivered 200+ engaging interpretations on Canadian political history and legislative processes over the course of the summer, fielding questions on various issues, including immigration and settlement.
- Respectfully collaborated and interacted on an intercultural team while assisting Parliamentarians, staff and the general public of diverse backgrounds and political views.

Members' Services Assistant

Jan. – Apr. 20XX
(part-time term)

Saskatchewan Legislative Library, Regina

- Performed administrative tasks requiring detail, analysis and accuracy, including data entry (Excel and library system), selecting relevant news articles from a commercial database, and proofreading.
- Organized library informational materials and assembled 50-100 awareness packages/week.

Assistant Program Coordinator (volunteer)

June – Aug. 20XX

Regina Sports Council, Regina

- Collaborated on a team of 15 stakeholders on planning and organizing recreational programs for children and youth, including 10 sports camps and 5 tournaments.
- Initiated and conducted a multimedia advertising campaign that resulted in exceeding goals for enrolment by 10% and volunteer recruitment by 15%.
- Selected, trained and assigned a team of 20 program volunteers, ensuring engaging and safe activities.

Legislative Page (2nd Session, 27th Legislature)

Mar. – May 20XX
(part-time)

Saskatchewan Legislative Assembly, Regina

- Met tight and urgent timelines when collecting and delivering documents and messages for the Speaker, Members of the Legislative Assembly (MLAs), and clerks in the Chamber and Legislative Building.
- Performed office duties including distributing legislative documents, filing and handling calls (30-40/day)
- Provided non-partisan support and service to all MLAs, demonstrating openness and respect for all.

Your Impact: Note some details, results, statistics and examples.

Other Work Experience

Option: Add a summary of skills demonstrated in other jobs with minimal details.

Successfully held several temporary positions, demonstrating strengths in customer service, ____, and ____.

Sales Associate, The Sports Shop, Regina

Summers 20XX & 20XX

Greenhouse Worker, Garden Central, Regina

Part-time Jan. 20XX-Aug. 20XX

Memberships, Interests & Activities

Actively participates in varied activities requiring skills in communication and ____, organizing and ____, leadership and ____, and maintaining work/life balance.

Option: Add a summary of skill demonstrated in volunteer work.

Memberships

- Saskatchewan Institute of Public Policy (SIPP) – Student Member 20XX-20XX
- University of Regina Debate Club – Member 20XX-20XX

Volunteer

- Shinerama for Cystic Fibrosis – Volunteer Coordinator, Regina 20XX-20XX
- United Way Campaign Canvasser, Regina 20XX

Interests

- Languages, travel, reading, hiking, softball, health

Option: Reference & Portfolio; delete this altogether.

Applicant Tracking Systems (ATS) & Formatting: Go online for ATS guidelines. This resume is a basic Word file (no tables or columns). Minimum margins: .75" or 2 cm all around.

References

Available upon request.

Attach a Reference List? Check each employer, as they vary. Many require references only when considering to interview you. Bring copies of your Resume and References to interviews.