

## Cindy Smith

1234 Sherbrooke avenue, Montreal, QC, H5R 4L8

◆ (123) 333 - 4444 ◆ cindy.smith@mail.mcgill.ca ◆

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### Languages

English: fluent spoken and written

French: advanced spoken, intermediate written

### Education

#### **Bachelor of Education: Secondary Social Science**

**2010 – 2014 (expected)**

McGill University – Montreal, QC

- Teachable subjects: History and Citizenship, Geography

#### **Diploma of Collegial Studies: Social Science**

**2008 – 2010**

Dawson College – Montreal, QC

- Honour Roll

### Certifications

**First Aid Certification:** Basic Life Support/AED(C)/Anaphylaxis (1.5H)

**2012 – Present**

Heart and Stroke Foundation of Quebec

### Career-Related Experience

#### **Private Tutor**

Liberty Tutoring – Montreal, QC

**Sept 2012 – Present**

• Assist students in grades 2 through 7 in mastering Literacy, Math, and French as a Second Language skills

- Design and adapt lessons and activities for students with various learning needs

#### **Student Teacher**

**Feb – Apr 2014**

Villa Maria, QAIS – Montreal, QC

- Taught Grade 9 History and Grade 7 English in an all-girls private school
- Evaluated and assessed students according to provincial curriculum guidelines
- Corresponded with parents at parent-teacher conferences
- Co-coached Junior Girls Badminton and Track and Field (throwing and jumping) teams

#### **Camp Counsellor**

**June - Aug 2013**

MacDonald Day Camp – Montreal, QC

• Responsible for groups of 10-15 campers with various cultural and language backgrounds, ages 4-12

• Planned and implemented daily activities, outings, and theme days for a fully bilingual inner-city day camp

#### **Student Teacher**

**Sept – Nov 2012**

M.I.N.D. High School, EMSB – Montreal, QC

- Taught Grade 9 English and Grade 11 Language Arts: Pop Culture
  - Developed and modified curriculum and assessment procedures, increasing student comprehension
  - Assisted in teaching Grade 11 World History and English
  - Supervised school outings
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**Student Teacher****Apr 2012**

Perspectives I, EMSB (Outreach) –Montreal, QC

- Developed curriculum and assessment procedures for a 3-week long grade 9 drama program
- Assisted in teaching Grade 7 & 8 English, Science, and Physical Education

**Student Teacher****Oct 2010**

Vincent Massey College, EMSB – Montreal, QC

- Assisted in teaching Grade 7 & 8 History, Geography, and Ethics
- Supervised Junior Girls Soccer team and the Track and Field meet

**Language Monitor****Summer 2009 & 2010**

Bishops College School Summer Language Camp (International French and English students) – Lennoxville, QC

- Organized and supervised outings and activities, coordinated talent shows, track and field days, bus lists, dances, etc., as well as coached multiple sports
- Supervised residence and campus

**Leadership and Volunteer Experience****Volunteer****2013-2014**

Education Career Services, McGill University – Montreal, QC

- Assisted in welcoming employers and students at the Education Career Fair
- Engaged in conversation and answering questions for prospective students at McGill Open House

**Member and Volunteer****September 2010 – May 2012**

Education Beyond Borders: McGill University Chapter – Montreal, QC

- Organized workshops on educational issues for students in Montreal as a member of the workshop committee
- Participated in fundraising, event planning, and awareness campaigns on campus

**Additional Work Experience****Monitor****January 2008 – May 2012**

McGill Fitness Centre – Montreal, QC

- Trained new staff
- Collaborated with other team members to provide excellent customer service
- Responsible for handling cash for services, upkeep of equipment, opening and closing the facility

**Extra-Curricular Activities****Athletics**

- Intramural Ultimate Frisbee & Soccer – McGill University (2010-2013)
- Frequent participant in charity runs (2008-present)

**Arts**

- Trained in classical piano and completed grade 6 Royal Conservatory of Music (2005-2010)