

LISA CALLAMAN

12 Station Dr. Montréal,
Québec, H9R-3RH (514)
555-8072
Callaman@concordia.ca

EDUCATION

Bachelor of Arts, Applied Human Sciences Expected DATE
Concordia University, Montréal, Québec

Diploma of Collegial Studies, Social Sciences DATE
John Abbott College, Ste-Anne-de-Bellevue, Québec

LANGUAGES

English and French (fluently written and spoken), Spanish and Italian (basic)

CAREER RELATED EXPERIENCE

Programme Coordinator DATE
Graham Youth Centre, Montréal, Québec (part-time)

- Interviewed keynote speakers
- Organized group discussions according to topics selected by Board of Directors
- Assisted and motivated high school students to participate in outdoor activities
- Referred troubled youth to appropriate resources

ADDITIONAL WORK EXPERIENCE

Customer Service Representative DATE
Maurie Shoes & Jewels, Pointe-Claire, Québec (part-time)

- Delivered friendly and efficient service
- Maintained poise during store rushes
- Analyzed clients' styles and sizes in order to provide personalized care
- Translated flyers from English to French

VOLUNTEER EXPERIENCE

Mentor

St-James Elementary, St-Laurent, Québec

DATE

- Guide environmentally disabled children through confidence-building activities
- Engage in active listening
- Devise monthly progress reports

Counsellor-in-Training

Camp Algoreka, Bridgewater, Nova Scotia

DATE

- Encouraged creative expression directing three plays
- Managed Arts & Crafts Department
- Wrote-up a proposal to have the playground equipment upgraded
- Provided children with unconditional support and guidance

EXTRA-CURRICULAR ACTIVITIES

Member

Amnesty International, Montréal, Québec

DATE

- Help organize fundraisers and benefit concerts

Member

Concordia Animal Rights Association, Montréal, Québec

DATE

- Coordinated a car wash that helped fundraise over \$1000

COMPUTER SKILLS

Mac OS X, Windows XP/ 7, Microsoft Word, Excel, Access, Photoshop CS5, Flashmedia, Internet

INTERESTS

Community recreation and youth services, painting, costume designing, cross-country skiing and reading mystery novels

References available upon request