

## Bess Hardwick

1527 Cavendish Way ♦ Montreal QC ♦ H1H G4W ♦ 514.268.3253 ♦ chatsworth@gmail.com

---

### PROFILE

---

- Over two years of experience in research and document preparation, organization and formatting
- Excellent research skills and hands on knowledge of various library and archival resources including the Canadian Heritage Information Network and the AV Preservation Trust
- Great writing skills with an emphasis on accuracy and clarity
- Able to keep ultimate goal in mind while focusing on the details

### EDUCATION

---

<b>Bachelor of Arts, History</b>	<b>DATE</b>
Concordia University, Montreal QC	
<b>Diploma of Collegial Studies, Social Sciences</b>	<b>DATE</b>
Vanier College, Montreal QC	

### LANGUAGES

---

French, English: written and spoken

### COMPUTER SKILLS

---

Microsoft Office: Word, PowerPoint; Internet Explorer; basic HTML and JavaScript  
Proquest, ISI Web of knowledge, SSRN; Innovative Interfaces

### RELEVANT EXPERIENCE

---

<b>Research Assistant</b>	<b>DATE</b>
Concordia University, Montreal QC	
<ul style="list-style-type: none"><li>• Reviewed, classified and organized all research related articles</li><li>• Collated and bound various articles and submitted all inter-library requests</li><li>• Marked student exams and provided one on one feedback</li></ul>	
<b>Researcher, internship</b>	<b>DATE</b>
Public History Inc., Ottawa ON	
<ul style="list-style-type: none"><li>• Conducted archival and library based research</li><li>• Assisted in various policy, writing and analysis project</li><li>• Coordinated appointments with archival institutions and governmental libraries</li><li>• Performed administrative tasks such as filing, faxing and filling out required forms</li></ul>	

## **OTHER EXPERIENCES**

---

**Administrative Assistant** **DATE**

De Fil en Aiguille, Montreal QC

- Arranged letters, memoranda and invoices according to the established process
- Responded to client inquiries over the phone and by e-mail and performed follow-up calls
- Arranged the catering for staff meetings and special events such as the employee Christmas party

**Office Clerk** **DATE**

Barlow, St-Loe and Talbot, Montreal QC

- Typed and formatted various documents including reports and contracts Updated client files, prepared and sent out client reports
- Answered the phone and redirected calls

**Office Clerk** **DATE**

Woodsete Ltd, Montreal QC

- Handled various clerical tasks like faxing and organizing all correspondence
- Entered data into company databank

## **VOLUNTEER EXPERIENCE**

---

**Peer-helper** **DATE**

Arbella Seymour Centre for Girls, Montreal QC

- Listened to and discussed personal issues with young girls in need, keeping a compassionate and positive attitude

**Caretaker** **DATE**

SPCA, Montreal QC

- Cared for the rabbits including cleaning cages, feeding and providing them with affection and snacks

## **EXTRACURRICULAR EXPERIENCE**

---

**Treasurer** **DATE**

Student of History at Concordia University

- Prepared the association's budget and submitted it to the Concordia Student Union
- Participated in the choice of services and activities to be offered students during the year Organized fundraising events in order to maintain a slush fund

**References available upon request**