

Paul E.C. Resirch
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(514) 777-7777 or (514) 848-7345

PROFILE

- Excellent organizational, time-management, analytical, and problem-solving skills
- Self-motivated and dedicated team player

EDUCATION

Bachelor of Arts, Specialization in Urban Studies 2004

Concordia University, Montreal, Quebec

Relevant Courses: Urban Ecology; Impact Assessment; Historical and Cultural Perspectives;
The Natural Environment: Land and Life; Environment; Industrialization;
Contemporary Issues in Global Politics

Diplome d'Etudes Collegiales, Civil Engineering Technology 2000

Dawson College, Montreal, Quebec

LANGUAGES

English and French

COMPUTER SKILLS

Windows, SPSS, ArcView, Macromedia Freehand, Corel Draw, AutoCAD, Access, Word, Excel,
PowerPoint, Photoshop and Eudora

CAREER-RELATED EXPERIENCE

Documentation Clerk 2003

Stop, Montreal, Quebec

- Volunteered in a public interest and information organization concerned with the quality of urban environments
- Responded to in-person queries and made referrals
- Processed and maintained both electronic and paper documents

Volunteer 2002

Eco-Quartier, Montreal, Quebec

- Represented Eco-Quartier as part of Environment Week 2000
- Dispensed information regarding the importance of municipal recycling programmes
- Responded to questions and referred public to appropriate offices in their neighbourhoods

ADDITIONAL WORK EXPERIENCE

Counter Person (Part-time) 2002 - Present

Second Cup Café, Montreal, Quebec

- Prepare coffee and other beverages
- Serve customers and operate cash register
- Assist in maintenance and professional upkeep of café

Weekend Sales Clerk 1999 - 2000

Jacob, Montreal, Quebec

- Served customers and trained new employees
- Operated cash register, calculated and banked daily earnings

INTERESTS

Outdoor activities such as hiking, camping, canoeing, gardening, as well as singing and playing guitar

REFERENCES AVAILABLE UPON REQUEST