Highly motivated self-starter with an international career portfolio of award winning community-based projects, whose growing success has been attributed to excellent project management, communications, social networking, and event planning skills.

Dedicated leader with a solid background in the beneficial use of new media opportunities, outreach strategies, website management, and fundraising approaches.

Passion for community development, cultural diversity, current affairs, international travel, and continuous learning.

# profile

## Website Founder / Managing Director

## Project Manager / Consultant

### Company name, Montreal, QC І 2009-Present

* Managed a $50,000 web development project for The Home Depot.
* Ensured full project compliance with the client’s requirements, deadlines and budget restraints.
* Developed and maintained client relationships with large accounts such as Microsoft.
* Collaborated with the creative and web development teams to implement project ideas and plans.
* Managed social media profiles and online presence for clients via social networking tools and strategies.
* Acquired new clients by following up on network sales leads and developing relationships of interest.

### Company name, Montreal, QC І 2006-2009

# professional experience

* Successfully developed a business plan and secured €50,000 in project funding.
* Established and managed budgets, negotiated affiliate contracts and reached sales targets.
* Planned and implemented communication outreach strategies through market research, new media opportunities, and social networking project developments.
* Increased online presence through local networking, advertising to target markets and media relations.
* Developed excellent public affairs, networking, marketing and media relations (print, radio, television) skills.
* Nominated and shortlisted for Best Community and Charitale Website Award (Eircom Golden Spider)

Project Management

Customer/Media Relations

Social Networking

Event Planning

Skillful Communications

Acute Detail Orientation

Organizational Effectiveness

Writing / Editing

Multicultural Awareness

Strong Community Focus

Fundraising / Negotiating

Leadership / Guidance

|  |  |
| --- | --- |
|  | 111 Street name, City, X0X 0X0 |
|  | 514.111.1111 |
|  | email@email.com |
|  | www.website.com |

# key skills

high school diploma

West Island College

2004-08

college degree in social sciences

Marianopolis College

2008-10

BA, psychology major / french minor

Bishops University

2010-14

# education

ENGLISH: Advanced

FRENCH: Intermediate

JAPANESE: Beginner

* Created, established and governed the policies and objectives of the executive committee.
* Secured €1,000,000 of government funding for a non-profit education institution.
* Acquired extensive experience and knowledge in committee management and conflict resolution.
* Gained extensive knowledge of European Union government funded programs.
* Organized and lead internal and external communications strategies.

MS Office

Salesforce

Freshbooks

Wistia

Basecamp

Search engine optimization

 Internet research

website management.

* Planned, designed and prepared learning materials and classroom lessons.
* Delivered private and group classes at various levels using Cambridge, Longman and Oxford TESL textbooks.
* Provided guidance and counseling for students of various cultural backgrounds.
* Assessed, graded and reported student skills and results.
* Communicated skillfully to various audiences by using terms and approaches to facilitate understanding.
* Developed a new undergraduate program in tourism as an assistant to the Dean of English studies.
* Created, authored and delivered the syllabus for new English communication and tourism classes.
* Taught conversational language skills, communicative grammar, task-based listening and personalized oral abilities.
* Provided guidance counseling for students in the context of career choices and international opportunities.

### Company name, montreal, qc І 2000-2002

## Assistant Lecturer

## Founder / Director

### Company name, montreal, qc І 2005-2007

### Company name, Montreal, QC І 2008-2009

## TESL LECTURER

Description

www.website.com

Description

www.website.com

Description

www.website.com

# computer skills

# web links

# languages

# professional experience (continued)