



# Resume Guide



UNIVERSITY  
of Prince Edward  
ISLAND

EXPERIENTIAL  
EDUCATION

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# 1 About This Guide

This guide was developed on the traditional, unceded territory of Epekwitk, home of the Abegweit Mi'kmaq People. As writers of this guide, we acknowledge that the examples in this guide are not representative of all of UPEI's student body experiences. The information provided will inform and guide undergraduate students seeking to articulate their experiences. However, it can also lend itself to those developing a resume who are not in an undergraduate program. Various helpful information, including sample resumes, within this guide have been curated to demonstrate a variety of experiences that bear similarity to students from various undergraduate programs. All profiles in the examples section are fictional but include many real accomplishment and skill statements, organizations, and locations. Their purpose is to provide writing inspiration.

**Note:**

A resume is a short marketing document that differs from a CV (curriculum vitae) and contains no additional personal documents or unnecessary information. CVs are typically used for academic/research employment rather than industry. There is no one formula for layout and content. Readers are encouraged to take inspiration and recommendations to customize their resumes individually.

For more information and resources, visit the Career Services Moodle page via the ExEd webpage ([www.upei.ca/exed](http://www.upei.ca/exed)), visit us on campus in Dalton Hall, or email your resume to [experientialed@upei.ca](mailto:experientialed@upei.ca) for a review.

# 2 Types of Resumes

## **1. Functional**

Ideal for when you seek to emphasize the transferable skills you have developed from your experiences, emphasizing academic, volunteer, extra-curricular, and work (paid & unpaid). This resume format focuses on providing examples of skills in application across your experiences rather than showing a progression of work experiences.

## **2. Reverse Chronological**

The most recommended resume format for seeking to progress within a particular field. This resume focuses most heavily on directly relevant work experiences that show a pattern of progression within a field.

## **3. Combination**

The most recommended resume format for seeking your first role(s) in a particular field, such as a Co-op work term, first professional work experience, or first professional work experience in a new field. It is helpful for times of transition -- the transition from studies to work or transitioning fields. This resume format lets you equally share your qualifications from relevant work and other areas of experience and expertise.

# Example Resume Headings

## **Introductory Sections**

- Objective Statement
- Highlights of Qualifications
- Career Highlights

## **Experience Sections**

- Education
- Work Experience
- Relevant Experience
- Volunteer Work
- Community Involvement
- Project Work
- Professional Development
- Other Accomplishments
- Internships
- Research Experience
- Leadership Experience

## **Skill Sections**

- Relevant Skills
- Technical Skills
- Demonstrated Skills

\*These examples do not represent an exhaustive list of headings

## **Helpful Tip:**

- Don't let headings dictate content. Change your headings as needed to create a customized resume.

# Resume Checklist

## **Contact Information:**

- Full name - ensure it stands out, is bolded and is at the top of the page
- Address/Current location (optional)
- Phone number
- Email address
- Professional website or LinkedIn profile (if applicable)

## **Resume Structure:**

- Clear and professional font (e.g., Arial, Calibri, Cambria)
- Consistent formatting (e.g., font size, headings, bullet points)
- Organized sections (e.g., work experience, education, skills)
- Dates should be aligned and formatted month and year, e.g. June 2023

## **Resume Sections:**

- Highlights summary or objective statement (optional but can provide a concise overview of your qualifications)
- Work experience (include relevant job titles, company names, dates, and bullet points highlighting your achievements; aim for 3-5 bullet points)
- Education (list your degrees, certifications, and relevant coursework)
- Skills (include both hard and soft skills relevant to the position)
- Optional sections (e.g., projects, publications, volunteer experience)
- Each bullet point should begin with a strong action verb and avoid repeating the same word.

## **Tailored Content:**

- Customize your resume for each job application by highlighting the most relevant experiences and skills.
- Use keywords from the job description to align your resume with the position's requirements.
- Quantify your achievements and provide specific examples whenever possible.

**Readability and Grammar:**

- Proofread your resume for any typos, grammatical errors, or formatting inconsistencies.
- Use clear and concise language to convey your qualifications and avoid jargon.
- Ensure the information is presented in a logical and easy-to-read manner.
- Verb tense - ensure you use past/present/future tense appropriately.
- Do not use personal pronouns e.g. I, me, my.

**Length and Focus:**

- Keep your resume concise and focused, typically within one to two pages.
- Prioritize relevant information and avoid including irrelevant details.

**Professional Appearance:**

- Use a professional email address.
- Consider using a professional design that is clean and easy to read.

**Additional Elements:**

- Include relevant links, such as your LinkedIn profile, portfolio, or personal website.
- Consider adding any relevant professional memberships, certifications, or awards.

**References:**

- Generally, it's unnecessary to include references on your resume unless the job posting states to include them. If so, provide up to three references on a separate page.

**Final Review:**

- Review your resume multiple times to ensure accuracy and completeness.
- Ask a trusted friend or colleague to review your resume and provide feedback.
- Check our website for drop-in hours, or email [experientialed@upei.ca](mailto:experientialed@upei.ca)

*\*This checklist is a general guideline; you can adapt it based on your specific circumstances and the job requirements you're applying for.*

# What NOT to Include

## **Personal information:**

- Do not include details like your date of birth, marital status, or social insurance number. These details are irrelevant to your qualifications for the position and may lead to potential discrimination.

## **Photographs:**

- In Canada, including a photograph on your resume is generally not necessary or recommended. Hiring decisions should be based on qualifications and experience rather than appearance.

## **Irrelevant work experience:**

- Avoid including work experience that is not relevant to the position or industry. Focus on highlighting relevant skills, accomplishments, and experiences.

## **Personal interests or hobbies:**

- While it can be helpful to include personal interests if they are directly related to the position, such as volunteering experience, avoid including unrelated hobbies or interests.

## **Unprofessional email addresses:**

- Ensure that your email address is professional and appropriate for a job application. Avoid using email addresses that may create a negative impression.

## **Salary expectations:**

- Do not include your salary expectations on your resume. This information is typically discussed during the negotiation stages of the hiring process.

## **References:**

- It's not necessary to include references directly on your resume. Prepare a separate document with the contact information of your references and provide it when specifically requested.



# 3 Resume Examples



## Resume Legend

- 1 **Functional**
- 2 **Reverse Chronological**
- 3 **Combination**

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## HIGHLIGHTS OF QUALIFICATIONS

- Second-year Computer Science student with cumulative GPA of 3.8, with an average grade of 92% in Computer Science coursework
- Relevant programming languages: Java, SQL, SQLite, R, C++, and Python
- Problem-solver that can analyze systems and programs to improve efficiency
- Collaborative, communicating with teammates to achieve shared goals
- Plans and successfully manages time and tasks to meet deadlines consistently

## EDUCATION

### Bachelor of Science, Major: Computer Science

September 2022 - present

University of Prince Edward Island, Charlottetown, PE

- Dean's List 2021
- Relevant Coursework: Data Structures and Algorithms, Computer Science 2 Programming Practices

## PROGRAMMING PROJECT HIGHLIGHTS

- Built a program that compresses and decompresses files and compared the compression ratios and execution times of different algorithms
- Successfully implemented graph algorithms such as Dijkstra's and Prim's algorithms network routing scenarios
- Created a basic CRM system that stores customer information in an SQLite database, allowing users to add and update customer details, track interactions, and generate reports

## DEMONSTRATED SKILLS

### Software

- Collaboratively, as a team of two, architected a database using SQLite to organize Dungeons & Dragons games from a pool of players, receiving a top grade in Data Structures class
- Analyzed and tested code using moderate level knowledge of Java in a gaming project, identified sources of errors generated through testing, successfully troubleshoot code errors using online resource supports
- Developed basic knowledge of 4 programming languages in Programming Practices, increasing adaptability and abilities to learn new programming languages effectively

### Problem-Solving

- Enhanced knowledge of developing effective test cases and testing methods through game projects, increasing testing efficiency skills
- Debug code through troubleshooting in academic projects to ensure optimal performance of applications and websites
- Coached a soccer team, assessing needs and performance to develop customized practice plans and creatively adapted plans as needed

## **Communication Skills**

- Documented results of game testing in formal, detailed bug reports at Gamey Games Inc. to communicate specific results, contributing to increased quality of final game product
- Mentored 15 students as a Kids Code volunteer, providing appropriate verbal explanations tailored to the audience, increasing their understanding of basic programming languages
- Writes high-quality answers to Stack Overflow questions, sharing researched opinions and steps
- Modelled positive communication and leadership through customized feedback and encouragement

## **RELEVANT WORK EXPERIENCE**

### **Peer Tutor**

January 2023 - Present

SMCS UPEI, Charlottetown, PE

- Enhancing analytical skills by examining mathematical problems and students' answers to accurately determine errors and solutions, informing assistance provided to students
- Consistently receive feedback from students that explanations of solutions are clear, easy to understand, and helpful in applying the principles to additional problems
- Developed a system for managing the length of student appointments, increasing the number of students assisted by 2 per shift

### **Game Tester**

July 2022 - December 2022

Game Guru, Charlottetown, PE

- Recognized by a supervisor for creativity in the development of test cases, resulting in increasingly comprehensive test cases
- Tracked time and tasks to develop evolving strategies for managing responsibilities and consistently meeting deadlines while completing quality work
- Adhered to standardized testing guidelines, practicing attention to detail to ensure tests created aligned with company regulations

## **OTHER WORK EXPERIENCE**

### **Partner/Barista**

May 2020 - May 2021

Starbucks, Canmore, AB

## **VOLUNTEER EXPERIENCE**

### **Volunteer**

September 2021 - present

Kids Code Jeunesse, Charlottetown, PE

### **Soccer Coach**

June 2020 - August 2021

Smitty's Soccer Club, Calgary, AB

# Brooklyn Campbell

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## Highlights of Qualifications

- Second-year Business Administration student with experience in writing research papers using peer-reviewed and industry information sources
- Analyzes information effectively to identify relevant key points and clearly communicates summaries in writing and presentations to academic audiences
- 2+ years providing high-quality customer service in retail and food service environments with exemplary communication skills
- Personable, excels at building positive relationships with colleagues and clients
- Manages time and information to balance priorities and consistently meet deadlines

## Education

### Bachelor of Business Administration

Sept 2021 – Present

University of Prince Edward Island, Charlottetown, PE

**Relevant Courses Completed:** Evidence-Based Management, Marketing, Organizational Behaviour, Management Information Systems, University Studies

## Demonstrated Skills

### Research & Report Writing

- Enhanced information analysis skills by identifying key evidence from 5 academic journal articles supporting the thesis statement of University Studies formal research paper, achieved a grade of 92%
- Effectively searched online library databases using keywords, efficiently generated relevant results of 20+ peer-reviewed journal articles to support research papers in Evidence-Based Management
- Synthesized information from online secondary sources of professional association websites and government-provided labour market trend information to inform career presentation focused on Public Administration for Organizational Management course
- Collaboratively developed and successfully pitched extending operational hours of the public transit bus 2-days per week based on ridership statistics and results of jurisdictional scans as Premier Youth Council Member

## Interpersonal Skills

- Consistently develops positive professional relationships with colleagues within work environments, contributing to collaborative and effective workspaces
- Communicates clearly and effectively, provided key product feature information to customers as both Restaurant Team Member and Fashion Associate, increasing customer satisfaction with products selected
- Analyzes needs of the audience to appropriately tailor communication in academic presentations and papers as well as for customers, demonstrating professionalism

## Organization & Time Management

- Successfully manages full-time studies, 20 hours of part-time work, and a volunteer role simultaneously, maintaining a CGPA of 3.9
- Assesses academic assignments and projects to identify key milestones and deadlines, maintaining an ongoing personal calendar of commitments to plan time and work needs
- Budgets time to complete daily tasks over a 4-hour shift as a Cast Member, consistently completing a total checklist of duties before the end of the shift
- Multi-tasks, as required, to maintain workflows; balanced, timely service to customers with cleaning and restocking duties as Restaurant Team Member adapting to shifting priorities as needed

## High Quality Standards

- Adheres to by-law regulations, ethics, and confidentiality requirements as Chief Returning Officer, promoting fair, transparent and trustworthy Student Union elections
- Exercises a high level of attention to detail in all aspects of academic assignments, ensuring the final product reflects assignment instructions, averaging 85-95% on assignments in the current year
- Maintained accurate inventory of products as Fashion Associate, carefully counting products and recording in the database against sales to provide up-to-date information

## Leadership Experience

### Chief Returning Officer

Jan. 2023 – present

UPEI Student Union, Charlottetown, PE

- Advocated for UPEI students through Student Council meetings and implementation of programming and recommendations to the administration

### Council Member

Sept. 2021 – Sept. 2022

PEI Premier's Youth Council, Charlottetown, PE

- Met monthly with Council members to listen and make recommendations on barriers facing provincial youth

## Work Experience

### Cast Member

Feb. 2022 – Present

Cineplex | Charlottetown, PE

### Restaurant Team Member

Sept. 2021 – Feb. 2022

Tim Hortons | Charlottetown, PE

### Fashion Associate

Jan. – Sept. 2021

Primark | South Hampton, England

## Skills Summary

- Environmental enthusiast with 3 summers of experience leading day camps and presenting ecological and environmental information through various communication lenses
- Excellent facilitation and public speaking skills developed through designing presentations and informative materials for diverse audiences
- Informed leadership skills developed through working with culturally diverse groups and age ranges
- Research skills developed through data collection, public space observation, and literature review projects

## Education

### Bachelor of Science

Sept. 2022 to present

University of Prince Edward Island, Charlottetown, PE

- *Major in Biology, Minor in Environmental Studies*
- *Participant in the Environmental Studies Internship course*

## Leadership Experience

### Environmental Interpreter

Sept. 2021 – Aug. 2022

Algonquin Visitor Centre, Algonquin Provincial Park, ON

- Organized public education and fundraising events, which raised a total of \$4,600
- Successfully engaged with potential donors during fundraising events, which increased public awareness of current recycling and air pollution initiatives
- Assisted with marketing public education and fundraising events by designing promotional flyers, resulting in an average increased attendance of 20%

### Camp Supervisor

June 2019 – Aug. 2021

Little Ducks Summer Camp, Orillia, ON

- Scheduled groups of 10 youths ages 7-10 in weekly outdoor activities, including hiking and kayaking, to model healthy lifestyles and active living
- Connected children to nature by creating an innovative "Adopt a Tree" program where children adopted a local park tree to evaluate its health

### Camp Counsellor

June 2018 – July 2018

Oak Acres Children's Camp, Orillia, ON

- Planned and coordinated social activities for a group of 20 youth ages 12-14 to improve self-esteem through outdoor pursuits and engagement with nature
- Improved participation of minority and marginalized children by creating an introduction game called "Guess my Gift" that encouraged participants to identify each other's strengths and provide positive role modelling

## **Academic Experience**

### **Undergraduate Research Days Participant**

Oct. 2023

University of Prince Edward Island, Charlottetown PE

- Researched the effects of public parks on human health by reviewing existing literature to generate a thesis question exploring this relationship and then conducting an online survey of over 200 volunteers
- Presented research findings to over 40 conference attendees and placed third overall

### **Environmental Studies Internship**

May 2023 – June 2023

- Completed a 30-hour volunteer internship with Wright's Creek Watershed group, connected with local environmental stewards, which enhanced critical and holistic thinking skills

### **Terrestrial Sampling Lab – Zoology**

Jan. 2022 – Apr. 2022

Department of Biology, University of Prince Edward Island, Charlottetown PE

- Introduced to specimen collection techniques using pitfall traps for non-flying and sweep nets for flying invertebrates
- Accurately identified 25 species using Dichotomous Key and specimen features
- Prepared final written report with detailed methodology, results, and elaborated conclusion; achieved a grade of 85%

## **Additional Experience**

### **Customer Service Representative**

June 2021 – Sept. 2022

Bed, Bath & Beyond, Charlottetown, PE

- Helped customers in the linen and housewares department to determine their needs and preferences and match these to products that best fit
- Maintained customer satisfaction by offering personable, efficient service with a smile

## **Extracurricular Experience**

### **Member, Island Trails**

Sept. 2022 – Present

Charlottetown, PE

- Volunteered 8 hours per month on crew maintaining trails across PEI, collaboratively assessing and performing physical trail maintenance duties

### **Member, UPEI Environmental Studies Society**

Jan. – April 2023

University of Prince Edward Island, Charlottetown, PE

- Developed advocacy skills representing the interests of society members while serving as the first-year representative
- Outreached to government and private sector stakeholders regarding addressing current environmental issues

# AMANDI GHATERRA

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## Objective Statement

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Highly adaptable second-year Actuarial student with demonstrated analytical and critical thinking skills alongside research and professional experience, seeking a technical role to apply knowledge in data management systems such as SQL, Oracle, and Redis and continue to work on complex problem-solving and analytical models

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## Education

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**Bachelor of Science** Jan. 2021 – present

University of Prince Edward Island, Charlottetown, PE

- Major in Actuarial Science
- Enrolled the Co-operative Education program

**Financial Mathematics (FM) Exam, completed** Nov. 2022

Society of Actuaries

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## Relevant Experience

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**Research Assistant** Sept. 2022 – Dec. 2022

GeoREACH Lab, University of Prince Edward Island

- Completed data analysis across various map points and compiled a statistical report and spreadsheets for supervising professor that enhanced analytical skills
- Conducted independent research from the public archives and combined findings in an annotated bibliography that was used by faculty for further research
- Participated in weekly staff meetings providing both written and verbal weekly updates that enhanced professional communication skills

**Junior Data Analyst** June – Aug. 2022

Justice and Public Safety Department, Charlottetown, PE

- Analyzed national safety data for a research project that resulted in identifying underlying problems and making suggestions for new measures to enhance public safety
- Collaborated with department members weekly via meetings and emails to collect further information regarding community safety policies and discuss appropriate interventions
- Prepared an end-of-term report, which combined large data sets, a technical report and patterns within the local justice system

**Student Assistant** May – Aug. 2021

Student Affairs, UPEI, Charlottetown, PE

- Responded to multiple student inquiries via email and in-person conversation each day, providing relevant information and helping students navigate campus
- Resolved dozens of I-Top tickets efficiently daily, helping improve response times
- Regularly communicated with supervising manager and implemented feedback, which built positive repour with colleagues in the department



## **Student Member**

May -June 2021

Policy Hackathon, UPEI

- Competed in an interdisciplinary team hackathon in partnership with the province that analyzed census data, service providers, and other statistical data to help present solutions to barriers that seniors face accessing local services

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## **Relevant Skills**

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### **Data Compilation & Analysis**

- Analyzed data from survey questions using R Studio, converted them into graphs and plots in Intro to Probability and Stats, and proved hypothesis based on evidence

### **Problem-solving**

- Applied problem-solving skills in project-based environments by providing multiple solutions to problems and finding the solution that best suit and fit the needs of the group

### **Communication**

- Independently publically presented research findings during a campus showcase event that attracted over 40 students

### **Collaboration**

- Worked with a team of local professionals to present solutions to a complex problem pitched by local policy professionals within a short period using secondary research

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## **Community Work**

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### **Environmental Volunteer**

Mar. 2023 - present

Island Nature Trust, Charlottetown PE

- Promoted local initiatives for the organization using social media platforms that helped boost following numbers and engagements
- Provided feedback to management around strategies to capture a younger demographic audience
- Contributed notes to a sustainable impact plan that aims to propose sustainable solutions to land preservation

### **Sustainability Volunteer**

Jun. - Aug. 2020

Abu Dhabi Sustainability Week, Abu Dhabi, UAE

- Greeted guests and speakers at the opening ceremony, providing helpful information about the processions that helped create a positive atmosphere
- Accurately logged guests into the event management platform, allowing organizers to keep track of space capacity

## **OBJECTIVE STATEMENT**

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Competent fourth-year Chemistry student with over 350 lab experience hours in various academic, professional, and volunteer settings, keen to continue contributing to research work environments through the application of skills and knowledge in the areas of biotech and organic chemistry

## **LAB EXPERIENCE**

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- Accurately identified 20 species using Dichotomous Key and animal features, earning an 87% grade for Terrestrial Sampling Zoology lab
- Successfully analyzed PABA, HBP and various solutions and analyzed spectra in a detailed lab report
- Performed IR analysis on various compounds and used NMR to retrieve data, yielding a more informed understanding
- Competent in performing HPLC technique and Karl Fisher Titration
- Familiar with waste management systems and chemical treatments

## **DEMONSTRATED SKILLS**

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### Communication

- Wrote formal lab reports clearly detailing results and procedure followed, developed from well-documented lab notes kept during experimentation
- Improved clear and concise verbal communication as Chemistry assistant, explaining step-by-step the procedure to solve problems

### Leadership

- Applied leadership skills in community projects by fostering an inclusive and supportive student environment
- Implemented effective leadership methods, organizing the project plan and dividing tasks across 3 teammates in Organic Chemistry

### Problem-solving

- Demonstrated problem-solving abilities working on independent lab projects through the application of reasoning, testing, and analysis of various results to come to accurate conclusions

## **RELEVANT WORK EXPERIENCE**

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### **Chemical Lab Technician**

June 2023 – present

Chemical Technologies Inc. Halifax, Nova Scotia

- Perform waste treatment operations, testing and analysis daily to develop data sets accurately
- Diligently follow regulations for WHMIS while using chemical products to ensure a safe lab environment
- Compile weekly reports for management, and provide regular updates on the project at staff meetings, helping keep the unit informed of relevant research updates

**Teaching Assistant/Marker**

January – April 2023

UPEI Department of Chemistry, Charlottetown, PE

- Worked with student assignments weekly to organize and accurately mark an average of 90 tests in an efficient manner
- Used professional communication strategies weekly to liaise with faculty regarding assignments, tasks, and Moodle uploads
- Adhered to safety standards, policies and guidelines to maintain a safe work environment and storage of lab equipment

**EDUCATION**

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**Bachelor of Science**

January 2020 – December 2023

University of Prince Edward Island, Charlottetown, PE

- Major in Chemistry, minors in Biology and Biotechnology
- Awarded the 2022 Undergraduate Award in Analytical Chemistry

**COMMUNITY DEVELOPMENT**

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**Volunteer**

May 2022 – December 2022

UPEI Change Makers Program, Charlottetown, PE

- Completed various short volunteer projects with community partners along with professional development workshops in the areas of grant writing and board governance, resulting in improved professional communication strategies

**President**

September 2021 – April 2022

Chemistry Society, University of Prince Edward Island

- Successfully collaborated with over 30 society members to organize social events related to the study of Chemistry, including information sessions, faculty Q&As, and trivia relating to science and laboratory skills

**Fundraiser**

January 2019 – January 2023

Ringette PEI, Charlottetown, PE

- Developed a detailed action plan each year, outlining goals and events the team could collaborate on to raise funds for yearly tournaments that was successfully implemented

# Helena Zhou

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Meadowview Lane, Cornwall, PE

## Highlights of Qualifications

- 1 year of office administration experience, demonstrating strengths in written communication and organizational skills
- Foundational knowledge of micro and macroeconomics and research utilizing secondary sources and library databases
- Fluent in English, Mandarin, Korean, and Japanese
- Strong collaborator in team settings

## Relevant Experience

### Finance Assistant

May 2023 – August 2023

Department of Economic Growth, Tourism and Culture, Charlottetown, PE

- Attended weekly staff meetings, recorded minutes and made follow-up lists and ordered supplies to help maintain office efficiency
- Effectively worked within a team of 15 staff to assist with the delivery of statistical data reporting using Excel and report writing skills, produced a year in review statistical data report
- Answered email and phone call questions, made referrals and provided relevant information, which resulted in positive reviews from supervising manager

### Student Assistant

September 2022 – April 2022

International Student Office, UPEI, Charlottetown, PE

- Communicated pertinent information to new and existing international students each shift helping them integrate into campus life
- Maintained confidentiality relating to sensitive information and adhered to workplace policies and procedures, leading to recognition for professionalism

## Education

### Bachelor of Arts

September 2021 – present

University of Prince Edward Island, Charlottetown, PE

- Major in Economics
- Presented policy recommendations to an Environmental Economics class that involved data analysis and valuation of relevant ecological models
- Analyzed three major Canadian economic problems and applied Macroeconomics solutions in a research paper format, which included data visualization tables

## Volunteer Work

### Buddy Program Volunteer

January 2022 – December 2022

University of Prince Edward Island, Charlottetown, PE

- Worked with a fellow international student each week to exchange ideas and information and develop effective study habits

# GAVIN ELLIS

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## HIGHLIGHTS OF QUALIFICATIONS

- Relevant and diverse community service experience in food nutrition
- Caring individual interested in improving community health resources
- Strong ability to manage various priorities to meet deadlines
- Experiment with creating new recipes to help develop a stronger understanding of measurements and food composition

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## RELEVANT SKILLS

### Critical thinking

- Applied strategic research methodologies in various science projects that further developed critical thinking through completing comparative results analysis

### Time management

- Successfully balanced a full schedule of personal and community project work alongside a full course load by prioritizing tasks and workloads in a planned weekly schedule

### Presentation skills

- Presented nutrition information in both verbal and written communication forms to a local community audience each week

### Conflict resolution

- Worked with diverse community groups and teammates through various conflicts that presented various personality clashes by applying resolution strategies that provided all parties with opportunities to build understanding

### Interpersonal Communication

- Liaised weekly with community project stakeholders via email and online meetings to share ideas

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## COMMUNITY PROJECT INVOLVEMENT

### Nutrition Blogger

Apr. 2023 – present

Remote

- Developed informative video material on nutrition practices to promote healthy eating habits and provide hacks to making cost-efficient meals

### Community Service Project

Jan. 2023 – Mar. 2023

Course: Leadership Studies, University of Prince Edward Island, PE

- Collaborated with a small student-led team and developed 12 nutritious menu ideas for the PEI Community Fridge using knowledge from a local food study that was published on social media guides

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## EDUCATION

### Bachelor of Science in Foods and Nutrition

Jan. 2023 – present

University of Prince Edward Island, Charlottetown, PE

- Minor in Applied Communication, Leadership, and Culture
- Relevant courses: Foods and Cultural Studies, Leadership Studies, and Digital Literacy

# MARTIN OTEGA

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## OBJECTIVE STATEMENT

Focused statistics student with basic programming skills in SAS and R, problem-solving, and analytical ability to spot inconsistencies, seeking an opportunity to demonstrate technical abilities further and apply math skills in an office setting

## WORK EXPERIENCE

*Assistant Account Analyst* June – August 2023

MICC Financial Inc., Charlottetown, PE

- Performed weekly analysis of client usage and growth, built stats-based reports, and updated the Executive Director weekly through an email report that helped build a good rapport
- Analyzed marketing data to identify which strategies yielded the greatest results from the target audience, resulting in praise from the marketing department
- Efficiently completed daily administration tasks such as mailouts, data input, and maintaining office supplies that helped ensure smooth daily operations

*Customer Experience Associate* May – August 2022

TD Bank, Summerside, PE

- Assisted customers with daily transactions and informed them of relevant products and services that met individual needs
- Regularly contributed meaningful feedback at team meetings and applied guided suggestions from supervising manager to improve efficiencies
- Enhanced multi-tasking skills in a busy client service setting by improving time management of other administrative priorities

*Cashier* March 2022 – April 2023

*Atlantic Superstore, Charlottetown, PE*

- Worked with department teams to maintain efficient processing of goods through registers and decrease wait times
- Maintained positive interactions with customers daily, resulting in positive feedback
- Interacted with diverse customers weekly, providing excellent communication and customer service skills

## EDUCATION

*Bachelor of Science in Mathematics, Statistics minor* January 2022 – present

University of Prince Edward Island, Charlottetown, PE

- Participant in the International Student Employment Support Program
- Relevant courses: MATLAB Technology, Probability and Statistics, Mathematical Reasoning, Complex Variables

## SKILL SETS

### *Programming*

- Solved mathematics problems using data extracted from Excel and application using MATLAB

### *Analysis*

- Efficiently tested a Soccer Scheduler application by creating and running 10 different test cases, using analytical models in Scikit-learn and NumPy, and ensuring the app performed correctly under various conditions

### *Problem-Solving*

- Used regression analysis in R-Studio to generate usable data that could be plotted to obtain accurate projections

### *Interpersonal Communication*

- Demonstrated active listening through questioning and collection of relevant information from team members in group projects and noted individual preferences in a shared project folder

## PROFESSIONAL DEVELOPMENT

- Participated in workshops on personal growth, networking, conflict resolution and self-awareness through the International Student Employment Student Program (ISESP) program
- Completed an intensive time management class through Mitacs
- Earned a digital badge for diversity and inclusion

## Highlights of Qualifications

- 2 years of research project experience in lab settings
- Knowledge areas in thermodynamics and quantum mechanics, mathematical modelling, MATLAB, Python, and C
- Entrepreneurial industry experience
- Ability to communicate in French, Arabic, and English with excellent intercultural skills

## Physics-Related Research

### Undergraduate Research Days

October 2022

University of Prince Edward Island, Charlottetown, PE

- Independently presented an online research synopsis on the basic principles of Quantum Mechanics, including some common applications, and answered questions from peers

### Atlantic Universities Physics and Astronomy Conference (AUPAC)

February 2022

Saint Mary's University, Halifax, NS

- Participated in a student talk around the interplay of physics and astronomy that allowed for further discoveries about the universe

### Student Assistant

September – December 2021

Department of Physics, Thompson Rivers University, Kamloops, BC

- Helped conduct experiments, collect and analyze data, and document findings through monthly research reports shared within the department, increasing thermodynamics knowledge
- Utilized computer simulations and modelling tools to support data analysis and hypothesis testing and presented results at a department convention of 50 people
- Assisted a supervising researcher with putting together data sets and presentation materials for a local research symposium presentation

## Demonstrated Skills

### Technical Skills

- Created a program in C to analyze the effect of wind resistance and density change in projectile motion
- Analyzed a simulation in MATLAB of the trajectory of a particle in harmonic motion where the small-angle approximation was invalid

### Problem-Solving & Analysis Skills

- Analyzed experimental data on the normal modes of a two pendulums system and communicated results through a formal lab report



- Used Tableau and Power BI to analyze large data sets and help present outcomes in a more user-friendly, organized format that helped present research findings
- Solved problems in physics classes related to quantum mechanics, classical mechanics, waves, and oscillations, requiring careful structuring of problems and logical thinking

### Communication Skills

- Communicated with a diverse customer base daily while operating a small business, using social media, phone calls, and chat responses to provide good customer service
- Liaised regularly with various stakeholders through meetings and written responses to develop and market a new start-up business

### Research Skills

- Worked on labs individually, as well as in partners and groups, developing a wide range of communication skill tools available for different social settings in the lab
- Studied the nature of waves and oscillations in the lab, including specific properties of resonance, frequency, modes numbers, and other crucially important physics concepts
- Graphed data using software and code to create figures and charts of data critical for lab reports such as wave motion

### Education

#### Bachelor of Science, Physics Major

University of Prince Edward Island, Charlottetown, PE January 2022 – present  
Thompson Rivers University, Kamloops, BC September – December 2021

- *Certificate in Business Studies*
- Relevant courses completed in Quantum Mechanics, Thermodynamics, Computational Physics, Electromagnetism, and Astronomy

### Business Experience

Founder and Operator April 2018 – June 2021

Optimal Cycle, New Cairo City, Egypt

- Developed a small business mobile e-bike business that provided tourists increased access to local trails through a mobile pickup and drop-off service and received a small business startup grant
- Gradually grew a customer base through targeted marketing in the city limits areas, gaining popularity with customers interested in the Nile trails and earning multiple 5-star reviews



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