

# Kylie Jones

kjones2022@osgoode.yorku.ca | 403- 555-5555  
333 24 St SW Calgary, AB T3H 3G3

## EDUCATION

**Osgoode Hall Law School, Toronto** Sept. 2022 – Present  
*Canada Juris Doctorate Candidate, 2025*

**McGill University, Montreal Canada** Sept. 2018 – June 2022  
*Bachelor of Science*

- Major in Physiology, Minor in Management
- Graduated with Distinction, Dean's Varsity Athlete Honor List

**University College London (Academic Exchange), London England** Jan. 2021 – June 2022  
*Biomedical Sciences*

## EMPLOYMENT EXPERIENCE

**Student Officer at Canada Border Services Agency** May 2019 – Aug 2022  
*Calgary International Airport, Calgary, Alberta*

- Assessed persons and goods entering Canada to ensure compliance with regulations regarding national security interests such as terrorism, immigration and drug trafficking
- Analyzed study and work permit documents and issued the correct Canadian Immigration visa
- Determined travellers' eligibility for the NEXUS program; worked with US Immigration

**Assistant Auto Mechanic – Informal Mentorship Program** May 2018 – Aug 2018  
*All Makes Auto Repair, Calgary, Alberta*

- Diagnosed mechanical problems and advised customers on repair options and cost estimates
- Responsible for oil changes, tire rotations, brake and strut replacements

## EXTRA-CURRICULAR EXPERIENCE

Osgoode Hall Law School

**Community & Legal Aid Services Program (Criminal Law Division)** Jan. 2023 – Present

- Aiding senior caseworkers in the development and execution of client deliverables
- Performing client screening and intake interviews, attending client meeting, scheduling appointments, and attending to walk-in and phone inquiries

**Accessibility for Ontarians with Disabilities Act Alliance** Jan. 2023 – Present

- Conducting research into Canadian legislation centered around people with various disabilities
- Working closely with Mr. David Anderson and assisting him in putting forward challenges to current legislation to make Canada more accessible

**Denton's Cup Negotiation Competition** Nov. 2022

- Actively developed skills of problem solving, public speaking, and persuasion

**Legal and Literary Society - First Year Representative** Sept. 2022 – Present

- Responsible for communicating with faculty and first year students, planning events and fundraising for Crohn's and Colitis Canada

**Entertainment and Sports Law Society – First Year Representative** Sept. 2022 –Present

- Currently planning a Toronto-wide conference scheduled for March 2023

Osgoode Hall Law School and McGill University

**Deans Scribe Program Volunteer, Office of Students with Disabilities** Sept. 2022 –Present

- Submitted class notes on a weekly basis for use by my classmates with accommodations

McGill University

**Fit for a Cause – Vice President and Fitness Instructor** Sept. 2020 – May 2022

- Planned biweekly bootcamps, yoga sessions and 5k runs to raise money for FACE UP, a Montreal not-for-profit extracurricular program for youth

**Science Orientation Leader** Aug. 2019

- Supported and accompanied incoming students in their first week of university through events and information sessions

**Gamma Phi Beta - Secretary** Sept. 2018 – May 2022

- Organized numerous fundraisers for Girls on the Run, a mentorship program focusing on helping elementary school girls realize their potential
- Selected to attend the International Leadership Conference in Dallas, Texas; 2020
- Awarded highest GPA of all members at McGill; 2019

**Ismaili Student Association – Head Supervisor** Sept. 2018–May 2022

- Responsible for maintaining the Ismaili Mosque in downtown Montreal and communicating with the National Ismaili Institute to organize various city-wide events
- Led a team of 30 students; coordinated schedules to ensure team effectiveness, efficiency and proper functioning of the mosque

**Best Buddies and Homework Zone** Sept. 2018 – May 2022

- Mentored underprivileged elementary school students (Homework Zone), with whom I met weekly to help with their homework and provide encouragement for their studies
- Mentored disabled adults (Best Buddies), with whom I met weekly to do activities in their day homes and accompany them to explore Montreal

**DriveSafe** Sept. 2018 – May 2022

- Drove students home within the island of Montreal to ensure their safety

**INTERESTS**

**Travelling:** Cross-Canada, China, Dubai, East Africa, Europe, India, Mexico, United States

**Sports:** Badminton (varsity), soccer, intermural football and ball hockey, half marathons

**Music:** Listening - anything and everything country. Playing - piano, flute, saxophone

**Languages:** Fluent in Kutchi, basic conversational knowledge of Spanish

# Lily Rose

897 Dover Ride Blvd SE, Calgary, AB T0M 0R0

586-555-3347 • lilyrose@uwindsor.ca

## EDUCATION

---

**University of Windsor Faculty of Law** **Sep 2022 -Present**  
*Juris Doctor Candidate (2025)*

**University of Calgary** **Sep 2017 – Apr 2019**  
*B.A., Social and Cultural Anthropology*

- Graduated with distinction
- Course on Research Ethics (CORE) certified
- Awarded a PURE Research Grant to complete anthropological/legal field research in Guatemala

**Concordia University** **Sep 2014 – Apr 2017**  
*B.A., Social and Cultural Anthropology Candidate*

## WORK EXPERIENCE

---

**Immigrant Services Calgary; Calgary, AB** **Jul 2020 – Jul 2022**  
*Youth Volunteer Program Team Leader*

- Oversaw and coordinated all aspects of the program, including planning and development, promotion, implementation and monitoring, staff training and development, program evaluation, and internal/external reporting
- Developed and coordinated the training component of the program, including orientations, information sessions, and skill-building workshops
- Connected and established partnerships with community service providers in order to implement community initiatives and secured meaningful volunteer opportunities for youth participants
- Developed effective evaluation tools; monitored outputs and outcomes, adjusted program accordingly
- Maintained accurate and updated records of program participants, program partners, and other relevant information, in compliance with funding requirements and management needs
- Compiled program reports and funding proposals
- Earned certificate from Alberta Association of Immigrant Serving Agencies in Volunteer Management

*Youth Volunteer Program Developer* **Oct 2019 – Jul 2020**

- Supervised volunteers at events and ensured safety of all participants
- Designed promotional materials and conducted outreach activities
- Recruited and registered participants for the Youth Volunteer Program
- Participated in 8-12 volunteer events each month alongside YVP participants at local homeless shelters and non-profit organizations

**IFIFT/FAFG Multidisciplinary Field School; Guatemala City, Guatemala** **Jun 2019**

*Student Researcher*

- Worked with a team of archaeologists and cultural/forensic anthropologists to exhume remains of victims from the Guatemalan Civil War
- Cooperated with local communities, authorities, legal representatives, and government officials while exercising sensitivity to people in high-stress, emotional situations
- Earned a certificate from the Guatemalan Forensic Anthropology Foundation in forensic anthropology

**Wildflower Arts Centre; Calgary, AB** **Oct 2018 – Mar 2020**  
*Dance Educator*

- Taught large classes of children/youth and adapted programs based on their needs
- Promoted and organized events for students and met program goals

**Indigo Books & Music; Calgary, AB** **Oct 2017 – Oct 2018**  
*Customer Experience Representative*

- Assisted customers with product inquiries and addressed customer concerns
- Organized weekly activities for customers visiting children's department

**Health Sciences North; Sudbury, ON** **Summers 2016, 2017**  
*Housekeeping*

- Cleaned patient rooms, emergency department, operating rooms, and NICU to ensure sterile and safe conditions in compliance with all applicable regulations and protocols

**Reuben's Restaurant; Montreal, QC** **Sep 2016 – Feb 2017**  
*Hostess* **May 2015 – Apr 2016**

- Developed strong customer service skills by serving 200-500 customers every shift
- Assisted staff with opening and closing duties
- Effectively balanced the demands of multiple staff members and customers

#### **VOLUNTEER & EXTRA-CURRICULAR EXPERIENCE**

---

**University of Windsor Intramurals; Volleyball Player** **Sep 2022 – Present**

**The Canadian Association of Refugee Lawyers; Advocacy Committee Member** **Sep 2022 – Present**

**Footprints Dance Project; Director – Board of Directors** **Oct 2021 – Present**

**Calgary Sport and Social Club; Volleyball Player** **Fall 2019, 2020, 2021**

**Calgary Sport and Social Club; Softball Player** **Summer 2019, 2020**

**Ride for Refuge; Registration Assistant** **Oct 2018, 2019, 2020**

**WinSport Winter Sport Institute; Volunteer Services and Human Resources** **Oct 2019 – Sep 2020**

#### **SKILLS & INTERESTS**

---

- Fluent in French, oral and written
- Avid traveller, excited to visit my 8<sup>th</sup> country
- Passionate about cooking and nutrition
- Enjoy snowboarding

**Lennon James**  
#234-1287 8 Ave N.W. T2S 7L5  
Phone: (333) 555-7777 · lennon.james@ucalgary.ca

## Education

---

**Juris Doctor (Candidate, May 2025)** 2022 -present  
University of Calgary, Faculty of Law

**Bachelor of Arts Major: Psychology** 2015- 2020  
University of British Columbia

## Work Experience

---

**Bilingual Flight Attendant** *Alberta Air-Calgary, AB* *October 2020-September 2022*

- In depth training on aviation emergency procedures and crew resource management
- Selected to be an inflight instructional assistant
- Strengthened time management, multitasking and problem solving abilities through the dynamic airline environment
- Gained customer service experience while being a part of a strong corporate culture
- Developed leadership skills and ability to work well in a team through experience as lead flight attendant

**Server** *Earls (Willow Park) -Calgary, AB* *June 2020-June 2021*

- Interacted positively with guests to develop a strong guest relationship for the restaurant
- Demonstrated attention to detail and task prioritization in a fast paced work environment

**Server and Bartender** *Milestones (Kitsilano)-Vancouver, BC* *May 2017-June 2020*

- Worked approximately 20 hours a week during school while maintaining competitive grades

**Day Camps Project Manager** *Dunbar Community Center-Vancouver, BC* *May 2018- September 2018*

- Recruited, managed and trained 8 day camp staff and 30 volunteers
- Planned and budgeted camps for both children and youth
- Collaborated with an inclusion support worker to develop and implement a camp for children with special needs

**Senior Camp Counselor** *Kensington Community Center-Vancouver, BC* *May 2017- September 2017*

- Took a leading role in planning and organizing activities for groups of 5-15 campers that promoted enthusiasm and teamwork
- Coordinated, supervised and mentored camp volunteers
- Fostered the growth and development of 6-12 year olds with guidance as a positive role model and encouraging healthy interactions among campers

**Sales Associate** *Jacob-Calgary and Vancouver* *January 2017-May 2017*  
*November 2014 to August 2015*

- Achieved sales goals by helping customers with purchases and working efficiently within a sales team
- Gained a strong understanding of marketing and promotional tactics

**Server Assistant** *DB Bistro-Vancouver, BC* *September 2016- November 2016*

**Administrative Assistant** *Climate Change Central-Calgary, AB* *May 2016-September 2016*

- Provided information and customer service to clients over the phone
- Gained experience in a professional office setting through work such as filing, mailing, database management and photocopying

## **Law School Involvement**

---

**Volunteer, Student Legal Assistance** *University of Calgary* *September 2022 - present*

- Provide assistance with civil, family and criminal law cases
- Conduct client intake interviews

## **Volunteer Experience**

---

**Research Assistant** *Burnaby Center for Mental Health and Addiction-Burnaby, BC* *November 2018-May 2020*

- Shadowed various health professionals to expand knowledge of clinical psychology
- Completed client psychological assessments for research and clinical purposes
- Designed a research project on smoking cessation
- Assisted psychologists and healthcare workers with leading group therapy sessions

**Reviewer** *UBC Undergraduate Journal of Psychology-Vancouver, BC* *January 2020-May 2020*

- Reviewed and edited undergraduate journal submissions

**Volunteer Research Assistant** *UBC Parenting Lab-Vancouver, BC* *January 2019-May 2019*

- Transcribed video data and assisted with running labs

**Volunteer** *BC Children's Hospital -Vancouver, BC* *October 2018-April 2019*

- Interacted with patients to improve their time at the hospital
- Provided support to hospital staff as well as parents

**Member of Public Relations Committee** *UBC* *Fall Semester 2016*

- Promoted events within the science faculty at UBC through designing posters and interactive marketing such as flash mobs

## **Languages**

---

- Fluent in French and English

## **Interests**

---

- Travelling – favorite places so far have been Thailand, France and Costa Rica
- Scuba diving – completed open water dive certification in Koh Tao, Thailand
- Photography – interest in travel and macro photography, favorite photographer is Peter Lik
- Snowboarding – beginner snowboarder but favorite mountain so far is Whitefish, Montana

# Derek Sheppard

1895 14 Avenue SW | Calgary, Alberta T3N 7L8 | P: (403) 555-1111 | E: derek.sheppard@ucalgary.ca

## EDUCATION

2022 - Present

Juris Doctor (Candidate, May 2025)  
University of Calgary, Faculty of Law

Bachelor of Commerce  
Major: Business Economics & Law  
University of Alberta, School of Business

2018 - 2022

## WORK EXPERIENCE

Summer 2022

Program Service Delivery Clerk  
*Government of Canada | Canada Place, Edmonton*

- Demonstrated project management skills through the creation of a pilot project implemented to streamline work flow of items through the department
- Reduced backlog of submitted applications from clients by screening forms that were ready to be processed
- Liaised with clients and condensed their information with the assistance of multiple information systems
- Provided feedback, input, and recommendations to supervisors to better implement the pilot project moving forward

Student Events Coordinator  
*University of Alberta Students Union | University of Alberta, Edmonton*

May 2020 – May 2022

- Dedicated an average of 30 hours/week, with additional time commitments during an event to this position during the last two years of undergraduate studies
- Planned, prepared, and executed student events with attendances ranging from 20 to 10,000 participants with a team of other event coordinators and supervisors
- Spearheaded an event twice, which broke attendance records both years
- Delivered professional development presentations and facilitated team bonding activities for hundreds of volunteers during the event process
- Gained leadership skills through mediating interpersonal conflicts and supervising volunteers during the preparation and execution of multiple events

Administrative Clerk  
*Canadian Western Bank | Jasper Place, Edmonton*

Summer 2018

- Developed accountability through individual work on a project updating a security system to make it modern and current
- Showed responsibility and competence in handling highly sensitive and personal information belong to multiple clients
- Sharpened organization skills in handling large amounts of client information and data

## **VOLUNTEER EXPERIENCE**

Volunteer Caseworker

2022 - Present

*Student Legal Assistance | Faculty of Law, Calgary*

- Assisted another caseworker in coming up with ideas to strengthen and solidify our client's position
- Developed skills to ascertain and focus on key information from clients

Week Of Welcome Team Facilitator

Academic Year

*University of Alberta Students Union | University of Alberta, Edmonton*

2018, 2019, 2022

- Gained time management skills early on in undergraduate studies juggling a large 100+ hour commitment throughout the year
- Provided input and helped materialize ideas that were going to be implemented for the event
- Developed leadership abilities when overseeing small groups of volunteers while concurrently performing tasks as required by supervisors

## **OTHER SKILLS**

- Adobe Creative Cloud; Premier, Illustrator, and Lightroom
- Multimedia Skills; computer hardware and software, technical equipment
- Bilingual; Korean and English

## **INTERESTS AND ACTIVITIES**

- Life-long golfer; learned through a professional family member as a child, high school golf team
- Rugby; high school and University of Calgary Law team
- Dodgeball; two-time member of residence's tower All-Star team, kept a second-place dynasty alive, Head Referee paid position
- University Recreation; Slo-Pitch, Ultimate Frisbee, Squash, Ping Pong
- Avid cooker; meal prep weekly for the last five years, make sauces, pasta, and curries from scratch



99 Hideway Road NW  
Calgary, Alberta T7A 8L9

Cell: (403) 555-9999  
Email: jack.ryer44@gmail.com

# Jack Ryer

---

## Skills & Qualifications

- Leadership:** Experience with group work, conflict resolution, and team motivation.
- Communication:** Interaction with various individuals, excellent written and oral communication, public speaking experience.
- Technical:** Strong Microsoft Excel, Word and PowerPoint skills.

## Education

- University of British Columbia, Vancouver, BC 2022 - Present
- Juris Doctor Candidate 2025
- University of Calgary, Calgary, AB 2018 - 2022
- Bachelor of Commerce, Energy Management
  - Honours with Distinction
  - Dean's List 2018-2022; academic standing in top 1% with GPA 3.9/4

## Relevant Work Experience

- Pembina Pipeline Corporation, Calgary, AB May 2020 - Aug 2022  
**Summer Student, Tax**
- Analyzed and modelled data in relation to oil and gas transportation services.
  - Analyzed various intercompany transportation agreements.
  - Collected and sorted through files related to various company acquisitions and disposals.
  - Project management duties for various events.
- International News, Calgary, AB Apr 2019 - Aug 2019  
**Manager**
- Implemented daily operating procedures to ensure store is clean, stocked and organized.
  - Ensured all merchandise is stocked and attractively displayed.
  - Monitored cash and managed account receivables from customers.
  - Resolved customer complaints in a timely and professional manner.
  - Managed inventory for various items.
- Buffalo Jeans, Market Mall, Calgary, AB Aug 2017 - Dec 2018  
**Sales Associate**
- Motivated team of sales associates to achieve weekly store budget.
  - Experience with commission based retail customer service.
  - Created weekly personal budgets.

**Extra Curricular Activities:**

Research Assistant, University of British Columbia Jan 2023

- Researched and consolidated data as requested by professor.
- Prepared model of relevant data.

Legal Education Outreach, University of British Columbia 2022

- Presented legal education workshops to secondary school students.

Commerce Undergraduate Society, University of Calgary Sep 2020 - May 2022

- Managed weekly operations of Commerce Undergraduate store.
- Worked effectively with team of students to organize club functions.

**Volunteer/Community Involvement**

Allard Law Student Society Sep 2022 - Present

- General volunteer for law school events.

Enactus Empower Mentor Jan 2021 - Mar 2022

- Directed the creation of a business model for mentee.
- Guided mentee through business information workshops.
- Provided direction and information when needed.

Afrikadey! Aug 2020

- Aided in maintaining festival security.
- Maintained garbage and recycling stations to ensure cleanliness of festival grounds.
- Cooperated with tear down team for festival site restoration.

Calgary Dragon Boat Festival Aug 2020

- Aided in event information distribution.
- Organized boats at the dock throughout the festival.
- Managed life jacket and paddle inventory.
- Assisted in clean up for event site.

**Personal Interests****Music**

- Play piano
- Music composition and production
- Collect music memorabilia

**Sports**

- Weightlifting
- Yoga

**References**

Available Upon Requests