

# CARRIE MILLER

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## FOCUS

Acceptance in the University of Queensville's Conflict Studies and Peace-Building program

## SUMMARY

Culturally-sensitive and dedicated professional backed by a B.A. in International Studies, approximately 1.5 years' experience as an English Teacher in Korea instructing adults and children, and strong knowledge of International Relations and Foreign Protocol gained from extensive travel in the United Kingdom, Africa, the Middle East, New Zealand, and the Cook Islands. **Proven ability to garner trustworthiness in record time based on being picked to undertake a myriad of special projects.**

An effective communicator, able to cultivate and maintain mutually -productive ties with people of all ages and backgrounds. Hold current certification in First Aid and CPR. Computer proficiencies include Word, Excel, Windows 10, and Internet research. **High level of ambition to accelerate career.**

Fluent English • Conversational French & Spanish • Fundamental Russian & Korean

## COMPETENCIES & CAPABILITIES

**Areas of Study include:** Human Rights • International Law • Canadian Foreign Policy • Theories of International Relations • Gender & International Studies • Redefining Security • The European Union • Global Resources • Contemporary International Issues • Contemporary Circumpolar North • Globalization

**Added Value:** Cross-Cultural Communications • Report Writing • International Relations • Team-Building & Supervision • Planning, Organization & Follow-Through

## EDUCATION

University of St. Andrews • Richmond Hill, ON  
**B.A., International Studies**

May 2020

## KEY ACCOMPLISHMENTS

### Education

- Travelled to California as part of a 5-person team that, upon professor's approval, attended a model United Nations conference lasting an entire weekend. Awarded first-class honours – out of 400+ attendees – for research and presentation on current events relating to Saudi Arabia
- Authored a paper on rape as a tool of war for "Gender" class; earned a high "A" for this well-written document
- Managed aggressive part-time employment in customer service and hospitality while carrying a full subject load

## KEY ACCOMPLISHMENTS (cont'd)

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### Professional / Volunteer & Community Activity

- Tapped repeatedly to assume the role of Shift Supervisor on weekends based on demonstrated responsibility (*XYZ Co-Op*)
- Liaised between the school administrative staff and teachers because of proven ability to quickly disseminate information and resolve a wealth of concerns (*ABC Chung*)
- Selected regularly for “outside” contracts based on ability to successfully connect with students 1-on-1 (*ABC Chung*)
- Assumed extra administrative responsibilities typically held by immediate supervisor; this action helped supervisor to concentrate on product development and methods to elevate business activity (*MNO Technologies*)
- Took the initiative to adopt a defined protocol when interviewing volunteers in an effort to compose strong biographies for them (*MNO*)

## EMPLOYMENT HIGHLIGHTS

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|--|----------------------------|
| XYZ Co-Op • Aurora, ON<br><b>Bakery Utility Clerk</b>  | September 2023 - present   |
| ABC Chung • Seoul, Korea<br><b>English Teacher – Children &amp; Young Adults</b>                   | September 2020 - June 2022 |
| RST Conservation Authority • Aurora, ON<br><b>Supervisor – Northern Bear Awareness Program</b>     | Summer 2020                |
| MNO Technologies Inc. • Newmarket, ON<br><b>Executive Assistant / Marketing Research Assistant</b> | May 2018 - March 2020      |

## VOLUNTEER & COMMUNITY ACTIVITY

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|--|---------------------|
| CBA Food Bank • Aurora, ON<br><b>Food Hamper Assembler &amp; Delivery Person</b> | Ongoing             |
| TSR Store • Bradford, ON<br><b>Sales Associate</b>                               | Ongoing             |
| ZYX Theatre Group • Aurora, ON<br><b>Office Worker / Biography Writer</b>        | May 2017 - May 2020 |

**REFERENCES PROVIDED UPON REQUEST**