

# INGRIS GARCIA

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To gain valuable Canadian work experience. To work part-time while in school and full-time in the summer. To use my English in a job setting.

## EXPERIENCE

2019-2020

**VALET, HILTON HOTEL NIAGARA FALLS**

Drove cars responsibly to a safe and secure place for customers. Greeted customers with a friendly smile and conversation. Answered customers' questions fast and efficiently.

2016-2019

**HUMAN RESOURCE MANAGER, COMPANIA DE COLOMBIA**

Made sure work activities were done in a safe way. Documented injuries when they occurred. Followed up with staff and their injuries.

## EDUCATION

SEPTEMBER 2019- PRESENT

**ENGLISH AS A SECOND LANGUAGE, ST. ANN ADULT LEARNING CENTRE**

Learning English. Completed level 1.

MAY 2018

**BACHELOR OF HUMAN RESOURCES, UNIVERSITY OF CALI, COLOMBIA**

Finished in the top 10% of my class.

## SKILLS

Enthusiastic, diligent  
Team-player

Fluent in Spanish  
Patient  
Proficient in MS Office (Word, Excel, Power Point)

## ACTIVITIES

In my free time, I spend time with my family. We volunteer at Community Care every week because we think it is important to give back to our community. I enjoy being involved in the Canadian culture and learning new things.

## Questions about a Canadian Resume

1. What are the sections on a resume? \_\_\_\_\_

2. Where is the contact info? \_\_\_\_\_
3. Where is the experience section? \_\_\_\_\_
4. Where is the activities section? \_\_\_\_\_
5. How many jobs are listed on the resume? \_\_\_\_\_
6. Is an elementary school listed on the resume? \_\_\_\_\_
7. How are the skills listed? \_\_\_\_\_
8. Why do you think the experience section is near the top of the resume?  
\_\_\_\_\_
9. Why do you think the activities section is at the bottom of the resume?  
\_\_\_\_\_
10. If Ingris went to university in Canada, can she put the education section above the experience section? \_\_\_\_\_
11. How many schools are listed in the education section? \_\_\_\_\_
12. Can you put information from your country on a resume? \_\_\_\_\_
13. Are Canadian experience and education more important than experience and education from your country? \_\_\_\_\_
14. Why do you think Canadian experience and education is more important?  
\_\_\_\_\_
15. Is a Canadian resume long? \_\_\_\_\_
16. Why is there no personal information like – a photo, religion, number of children – on a Canadian resume?  
\_\_\_\_\_