

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, COMPAÑIA 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

Fluent in Spanish

Team-player

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?
