

Note: A resume should be tailored to the job or career field you are targeting. This sample resume is targeted towards a career in the field of LAW. Tailor your resume according to your target.

Drew Smith

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PROFILE

- Over 2 years experience in office administrative work
- High knowledge of law affairs and court regulations
- Excellent research and note taking capabilities for legal disputes and settlements
- Strong communicator in both French and English

EDUCATION

Bachelor of Commerce, Management DATE
Concordia University, Montreal QC
Relevant courses: Business Law, Critical Thinking,
Organizational Behaviour

Diploma of Collegial Studies, Social Sciences DATE
(Law & Society)
Dawson College, Montreal QC

LANGUAGES

English, French

COMPUTER SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook, Access, Photoshop
Other: HTML, Simply Accounting, Bloomberg, Internet Explorer, Mozilla Firefox

RELEVANT WORK EXPERIENCE

Summer Intern DATE
Law Brothers LP, Ottawa ON

- Researching case history and gathering information for the partners
- Photocopying legal documents and filling necessary paperwork for storage
- Answering clients' phone calls and scheduling appointments

Administrative Assistant DATE
SM Richter, Montreal QC

- Designed company-wide online website and modified the corporate logo
- Assisted the marketing department with numerous advertising campaigns
- Promoted SM Richter's business operations to sales associates

Customer Service Representative DATE
Best Buy, Pointe-Claire QC

- Recommended products to customers and answered technical questions
- Exchanged clients' items according to Best Buy's return policy
- Reported extreme complaint cases to the store manager

OTHER WORK EXPERIENCE

Waiter DATE

Smoke Meat Deli, Pierrefonds QC

- Amassed clients' orders and special requests regarding meals
- Cleaned the facility according to the restaurant health standards of Quebec
- Collected financial payments for food orders

Summer Sports Coordinator DATE

All-Star Sports Camp, Hudson QC

- Organized various sports tournaments for kids aged 7-12
- Taught campers different rules and skills for the games
- Updated parents regarding their children's experiences at camp

VOLUNTEER EXPERIENCE

Home Builder DATE

Habitat for Humanity, Mexico City, Mexico

- Constructed residential homes for underprivileged families
- Assessed the community situation and interacted with local residents
- Contacted sponsor retail outlets to collect home appliances for candidates

EXTRA-CURRICULAR EXPERIENCE

Chess Player and Member DATE

Montreal Chess Club, Montreal QC

- Compete in individual and tournament style chess matches
- Discuss and review different strategies and game formats

AWARDS

Montreal Regional Tournament Champion DATE

Montreal Chess Club, Montreal QC

Dean's List DATE

Concordia University, Montreal QC

Honorary Essay Award for Outstanding Achievement DATE

"Tales of Democracy"

Dawson College, Montreal QC

INTERESTS

Contract Law, International Politics, Thriller/Crime Novels, Travelling, Chess, Hockey

- References available upon request -