

PHIL HANSEN

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HIGHLIGHTS OF SKILLS

- 3 years of experience in conducting one-on-one consultations on resumes and cover letters, and interview preparation with clients who have diverse educational backgrounds
- Delivered variety of career related workshops, seminars, and presentations, such as 4.0 Resumes for Education Students, to groups of students ranging from 2 to 80 attendees
- Applied various career and work search strategies, including networking action plans, to career advising consultation with clients who face employment barriers
- Connected more than 150 clients on the Distress Line with a variety of community resources available to the public

EDUCATION

Bachelor of Arts, Film Studies and English

Aug. 20XX – Jun. 20XX

University of Alberta, Edmonton AB

- Completed a 4-month study abroad program in Ghana, Africa
- Relevant coursework: Theories of Career Development, Career Development Resources, Social Psychology of Adult Development, Professional Ethics

WORK EXPERIENCE

Career Peer Educator

Aug. 20XX – Jun. 20XX

U of A Career Centre, Edmonton AB

- Formulated career and work search strategies through one-on-one consultations in order to help international students overcome employment barriers
- Encouraged clients to take part in experiential learning activities such as internships, mentorships and job shadow opportunities to help them gain a deeper self-awareness
- Co-facilitated presentations for the International Student Work Study Program to help students further develop their communication skills as well as create targeted work search packages
- Initiated the design of in-service workshop for 25-30 co-workers to help them understand the use of social media as a valuable work search resource

Distress Line Volunteer

Sep. 20XX – Jul. 20XX

University of Alberta, Edmonton AB

- Counselling clients in crisis at the Distress Centre by de-escalating personal issues and providing appropriate resources within the community of Edmonton
- Led and participated in team building, service development and improvement activities which helped create a healthy workplace environment
- Completed professional ethics in-service course and abided by the ethical guidelines to ensure client confidentiality and safety
- Initiated and organized a workplace workshop that promoted self-care techniques including mindfulness meditation and other various deep breathing exercises

Vice President and Volunteer Coordinator

Sep. 20XX – May 20XX

U of A Film Studies Association (FSA), Edmonton AB

- Collaborated with FSA executives in the creation of an on-campus campaign that promoted the importance of community arts for individuals who seek art therapy
- Organized and attended 4 fundraising events that raised money for the association so that members could create an international community-based film
- Created a community-based film on the lives of international students and their unique journeys in Canada while adapting to a new country and culture
- Mentored new executive group members by coaching them about leadership and management techniques to help them improve their self-efficacy while event planning

SELECTED ACHIEVEMENTS

Green and Gold Student Leadership & Professional Development Grant

Dec. 20XX

University of Alberta, Edmonton, AB

- Grant used to fund the Adult Educator Seminar Series program at Mount Royal University which was comprised of 11 seminars focusing on teaching, learning and instructional design

Individual Student Engagement Grant

Feb. 20XX

University of Alberta, Edmonton AB

- Grant used to fund Life Coaching program provided by the Certified Coaches Federation which led to a Certified Coach Practitioner designation

Certificate of Completion, Crisis Intervention Training

Oct. 20XX

The Support Network, Edmonton AB

- Completed 60 hours of rigorous training in order to support clients who have experienced a crisis or who were struggling with trauma

PROFESSIONAL MEMBERSHIPS

Student Member, Career Development Students' Association

Student Member, National Career Development Association

Professional Member, Career Professionals of Canada

EXTRACURRICULAR ACTIVITIES

Pianist and Flutist

Royal Conservatory of Music, Edmonton, AB

- Awarded with a certificate after successfully passing both piano and flute Grade VIII examinations
- Taught one-on-one piano lessons for over 3 years to children, teens and young adults

Soccer Team Captain

Kelowna Women's Soccer League, Kelowna, BC

- Organized team building exercises including 3 volunteer activities where teammates mentored children by teaching them how to play sports
- Led the team by demonstrating dedication, a positive attitude, and punctuality for 2 years

