**Erin Greenfield**
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Guelph, Ontario

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OBJECTIVE

To acquire employment which will provide me with the opportunity to strengthen my ability to work with children, while at the same time allow me to further pursue my interest in cross-cultural experiences.

EDUCATION

* ***Bachelor of Arts, Honours Specialization in Sociology with a Minor in Psychology***

*University of Western Ontario, London, ON 2003-2007*

* ***Ontario Secondary School Diploma***

*Bishop P.F. Reding Secondary School. Milton, ON 2003*

RELEVANT SKILLS

* Focus of Social Science degree includes an emphasis in Gender and Cultural Studies, Statistics, Criminology and Child Psychology
* Both my time as a student and my previous employment positions have demanded both independent work with an emphasis on critical thinking and problem-solving
* Have assumed the role of a strong leader, who display’s enthusiasm and promotes teamwork as an effective strategy to accomplishing a goal
* Excellent time-management and organizational skills
* Proficient utilization of Microsoft Office (Word, Excel, PowerPoint)

EMPLOYMENT HISTORY:

**Teacher – English as a Second Language** 2007-2008

*Sogang Language Program, Gimpo City, South Korea*

* Responsible for imparting English language skills for students aged 6-17
* Responsible for monthly lesson plans, report cards and phone counseling
* Responsible for grading submitted assignments
* Responsible for the children’s supervision and lunch preparation

**Customer Service Representative**  2002-Present

*Scotiabank, Halton Hills, ON*

* Responsible for daily large cash interactions with customers
* Organizational aspect to job on a daily basis
* Provided excellent customer service at all times
* Demonstrated ability to effectively communicate with co-workers when presented with unfamiliar circumstances
* Conscientiously maintained the confidentiality of customers’ personal financial information

**Casual Assistant** 2004-2007
*University of Western Ontario, D.B Weldon Library, London, ON*

* Responsible for the maintenance and collection of literature
* Work cooperatively with co-workers on a daily basis
* Offer assistance to fellow students regarding the operation of the library
* Self-motivating working environment

***Sandwich Artist*** 2005

*Subway, Guelph, ON*

* Efficiently prepared a variety of sandwiches in a fast-paced environment under little supervision
* Served customers in a friendly and patient manner to meet their needs
* Reliably operated cash register and balanced transactions
* Provided training to co-workers by tactfully delegating work tasks and monitoring their progress

**Turf Maintenance** 2004

*Blue Springs, Clublink Golf Course, Acton, ON*

* Operated heavy, dangerous machinery on a daily basis
* Followed precise and detailed instructions in order to preserve the courses reputable appearance
* Experienced physically demanding work
* Independent and self-motivating work environment

**Landscaper** 2003

*Splendid Gardens, Milton, ON*

* Responsible for care and maintenance of lawns
* Frequently operated heavy machinery
* Underwent physically demanding work and work environments
* Extremely self-motivating due to work environment and demands

**Kitchen Hand** 2000-2002

*Blue Springs, Clublink Golf Course, Acton, ON*

* Diligently prepared meals for weddings and banquets in a high-stress atmosphere
* Cleaned and sanitized kitchen work surfaces, appliances, and equipment following WHMIS standards
* Demonstrated initiative by sweeping and mopping floors, removing garbage, and washing dishes during periods of low activity
* Washed, peeled, and cut fruits and vegetables for presentation in a visually appealing arrangement
* Interact with various co-workers

**Farm Hand** 1996-2004

*Madingley Farms, Moffat, ON*

* Dependably provided weekend care to 20 horses under no supervision
* Exercised attention to detail by supplying horses with correct quantities of feed
* Administered precise doses of medication to horses with particular ailments
* Cleaned barn area and restocked feed rooms to maintain stable upkeep and organization
* A position which requires confidence in one’s ability in order to work well around horses.
* Assist with odd jobs around the farm
* Independent and self-motivating work environment

COMMUNITY INOLVEMENT

**Guelph Pony Club**  1999-2001

*Equine Organization, Guelph, ON*

* Demonstrate strong leadership skills
* Assist young riders with care and aid in enhancing their riding abilities
* Assist at various horse shows throughout the show season

**Allendale Manor**  2000

*Senior’s Home, Milton, ON*

* Helped organize and decorate for the Christmas season

**Shinerama** 2003

*University of Western Ontario, London, ON*

* Helped raise money within the community for Cystic Fibrosis

RECOGNITIONS

* Dean’s Honour List, University of Western Ontario 2005
* Ontario Scholar 2003
* Recipient of Kathleen Anne Reding Award 2003
* Athlete of the Year 2003
* MVC Senior Girls Soccer 2003
* Athletic Excellence Award 2003
* Bishop Reding Honours Student: 1999-2003
* Junior Athlete of the Year 2000
* MVC Junior Girls Volleyball 2000
* Captain Junior Girls Volleyball 2000
* Selected to attend *Ontario Educational Leadership Centre* 2000

CERTIFICATIONS

Smart Serve 2004

 **References to be furnished upon request**