

Melissa Mair

EDUCATION

2007-2009 Program: Bachelors of Social Sciences: Honours with Specialization in Criminology

 Graduation ceremony in June 2010

 OTTAWA UNIVERSITY, Ottawa

2006-2007 Program: Child Studies in the education department

 CONCORDIA UNIVERSITY, Montreal

* 1. Program: Family life education certificate in the Human Relations Department

CONCORDIA UNIVERSITY, Montreal West, NDG

* 1. Program: Correctional Intervention

JOHN ABBOTT COLLEGE, Ste-Anne-de-Bellevue, QC

Diplome D’etudes Professionnelles

WORK EXPERIENCE

English Teacher:

I was a kindergarten homeroom teacher for a group of first year seven year olds. Subjects taught include Phonics, Speech, Reading, Theme classes, and Science. I also taught afternoon classes to Elementary school students. After graduation in February, I became a homeroom teacher to a class of first year five year olds, as well as second year six year olds. Afternoon classes continued as well.

 Nowon ECC

 Seoul, South Korea (August 30th, 2012-August 30th, 2013)

Educator:

Responsible for a group of three year olds, followed by a group of four year olds. I also worked with an individual with a developmental disorder which entailed ensuring that he was integrated within the group of children in my class, as well as attending to his special needs. While I worked at Roches, Papier, Ciseaux, I taught English classes to the children, as most of the children were French speaking. I incorporated games, flash cards and books into the courses.

 Roches, Papier, Ciseaux

 Montreal, Quebec (Summer 2011)

Treehouse Daycare

 Hudson, Quebec (Summer 2006 & Summer 2007)

Junior Analyst:

Junior Analyst within the Offender Redress Division, which provides offenders with a means of redress when they feel that they have been treated unfairly, or in a manner that is not consistent with legislation or policy. During this time, I have gained knowledge and experience with regard to the Offender Complaint and Grievance Process. I have also been assigned a caseload of grievances regarding multiple and complex issues which offenders are faced with. I have obtained experience in drafting recommended grievance responses and analyzing laws, policies and procedures. Furthermore, I have experience in communicating with, and coordinating information with institutional staff across Canada.

Correctional Service of Canada

 Offender Redress Division

 340 Laurier, Ottawa, ON

 (February 1st 10’ –June 25th 10’)

Field Placement:

Placement completed at the restorative justice division, Correctional Service of Canada. Field placement entailed 360 hours of field placement, as part of the specialization program in criminology. Work entailed writing a comprehensive literature review on the subject of restorative justice and individuals with mental health issues. Knowledge of the agency, the division and their partnerships was achieved. Networking within the field of restorative justice was also a result of research. Other tasks included help with the National restorative justice week mail-outs.

 Correctional Service of Canada

 Restorative Justice Division

 340 Laurier, Ottawa, ON

 (September 15th 09’- December 8th 09’)

Waitress:

Responsible for serving customers, preparing the setting before clients arrive, balancing the cash.

 Les Trois Brasseurs

 Montreal, Quebec (Spring 2011-Summer 2011)

Canal Ritz Restaurant

 Ottawa, Ontario (Spring 2007-February 2011)

 Clementine’s

 Hudson, Quebec (Summer 2002- December 2002)

 Lee’s Pizzeria

 Hudson, Quebec (Summer 2001-Summer 2002)

Receptionist:

Responsible for take-out orders, answering the phone, seating customers, responsible for the in-house cash

 Wisushi

 Vaudreuil, Quebec (December 2006-June 2007)

 Mb Dance Company

 Vaudreuil, Quebec (October 2006-June 2007)

Falcon Golf Course

 Hudson, Quebec (August 2006-September 2006)

Field Placement:

Placement in an alternative high school. Placement took place during the third year of the Correctional Intervention program. The first semester was observation and the second entailed working within the setting. This included running the Breakfast Program, assisting teachers, substituting teachers, conflict management, tutorials, maintaining contact with parents in regards to student attendance, planning motivational tools and mentoring students.

 Riverdale Alternative high school

 Pierrefonds, Quebec (2005)

SUMMARY OF QUALIFICATIONS

* Bilingual
* Work with children
* Frontline experience working with youth
* Experience writing research papers and the development of writing skills
* Observation of different correctional settings during Cegep program, including prisons, alternatives schools, homeless shelters, halfway houses and rehabilitation centers
* Ability to work as a team and autonomously
* Strong work ethic
* Extensive experience in customer service
* Knowledge of criminal justice issues
* Demonstrated interest in restorative justice
* Completed both quantitative and qualitative research methods

ACTIVITIES AND INTERESTS

* volunteered at veteran’s hospital
* volunteered at the Hudson Yacht Club for swimming lessons
* volunteered at John Abbott college for a program for youth with developmental disabilities

REFERENCES available upon request