

MEGHAN

meghan@gmail.com
3#0# W #th Avenue
Vancouver, BC V6N #A#
604-562-####

EDUCATION

Bachelor of Education (French Specialization)
University of British Columbia (Expected Graduation: August 2007)

Bachelor of Arts (French Major)
University of British Columbia (December 2005)

TEACHING EXPERIENCE

Practicum Sept '06 – June '07

Dr. R. E. McKechnie Elementary School (Vancouver)

- Student teacher in a Grade 5 class (Core French to two divisions)
- Volunteering with extra-curricular Track and Field practices and meets
- Member of the Sports Day Committee
- Exchange day in a Grade 3 French Immersion class at Dixon Elementary School (Richmond)

English Teacher (Volunteer) May – June '06

International House, University of British Columbia

- Co-taught an adult advanced conversation class to ESL students
- Planned and implemented lessons and activities for four hours of class per week

Douglas Annex (Volunteer) Nov '05 – Apr '06

Douglas Annex School, French Immersion K-3 (Vancouver)

- Volunteered once a week in three classrooms over a period of 6 months (Frim 2, 2/3, 3)
- Assisted students with reading and comprehension skills
- Led small group reading activities and gave short spelling quizzes
- Helped students with work in various subjects

WORK EXPERIENCE

Plan Administration Clerk

Healthcare Benefit Trust (Sept '01 – Aug '06)

- Multi-tasking on various projects and efficiently drafting letters, processing claim forms, filing, ordering and re-stocking office supplies
- Effectively working under pressure in a 3 person team to prepare benefit packages and bulk mail-outs (up to 5000 packages)
- Answering questions and explaining photocopy and mail-out duties to temps
- Keen attention to detail and handling of confidential materials

Assistant Coordinator

Coastal Kids Summer Fun Program (June '04 – Aug '04)

- Creating brochures and other promotional materials to market the day camp
- Organizing, preparing and implementing daily craft, social and educational activities
- Facilitating a 5 person team to supervise approximately 30 children on a daily basis
- Training, coordinating and supervising volunteers at the day camp

Notetaker

UBC Disability Resource Centre (Sept '03 – Apr '04)

- Preparing and organizing notes in French for a disabled peer
- Delivering notes on-time, on a regular basis

RELATED EXPERIENCE

The Rat Race (Webmaster & Volunteer)

Sunshine Coast Mountain Bike Race (May '01 – Present)

- Creating and managing the website for the past three years (www.theratrace.ca)
- Assisting with registration and timing of both the Cross Country and Downhill events

Executive Member (Social Coordinator)

UBC Dance Club (Apr '05 – Dec '05)

- Planning and running monthly social dances for the club's 600 members
- Working with a budget to plan and execute themed events such as a Newcomer Orientation, Halloween Dance and Team Match to increase member involvement
- Coordinating volunteers during social events, liaising with club members and responding to enquiries in-person and via email

Library Assistant (Volunteer)

Sechelt Public Library (Oct '00 – Apr '01)

- Assisting patrons with general enquiries and finding books
- Shelving, shelf reading and organizing other materials in the library
- Providing efficient check-in and check-out services for library patrons

SKILLS

- Fluent in written and spoken English and French
- Basic written and spoken Spanish and Italian
- Microsoft Office Suite (Word, Excel, Powerpoint etc.)
- Website publishing software (Macromedia Dreamweaver, Fireworks, FTP)

PROFESSIONAL MEMBERSHIPS

- CASLT: The Canadian Association of Second Language Teachers
- ACPI: Association canadienne des professeurs d'immersion

INTERESTS

Ballroom and Latin dancing, learning foreign languages and gardening

REFERENCES

Mrs. Judi Burley

Sponsor Teacher

Email: jburley@vsb.bc.ca

Ph: 604.733.0932

Dr. Wendy Carr

Program Coordinator – French Cohort

Faculty Advisor

Email: mail@mmecarr.ca

Ph: 604.684.0910

Fax : 604.822.3154