

PAT M. SMITH

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OBJECTIVE

A position as a Health Promotion Coordinator where my education and experience in wellness program development and management, and knowledge of health promotion will help me contribute to your organization

SUMMARY OF QUALIFICATIONS

- Workplace Wellness and Health Promotion Post-Graduate Certificate; Bachelor of Science in Psychology and Biology
- Over three years of related experience in physical health and wellness positions
- Experience in wellness program planning, design, management and evaluation
- Strong knowledge of health promotion and work-life balance issues
- Excellent research, marketing, presentation and leadership skills
- Knowledge of nutrition, physical wellness, stress management and goal setting
- Strong communication skills in English and Spanish
- Demonstrated understanding of and respect for the different beliefs, cultures, and values of others
- Comfortable using MS Word, PowerPoint, Internet, E-mail and social media

RELATED EXPERIENCE

Prevention Outreach Worker (Placement)

Jan. – Apr. 2012

Toronto Health Clinic, Toronto, ON

- Created targeted prevention initiatives for women at risk of HIV and Hepatitis C
- Provided information about harm reduction strategies and distributed safer sex kits, needles and crack kits
- Assisted with the development of workshops, information sessions and support groups for HIV and Hepatitis C positive women and women at high risk
- Educated service providers on issues related to HIV and high risk groups

Wellness Education Student

Nov. 2011 – Apr. 2012

Centennial College, Toronto, ON

- Informed students about the benefits of a smoke free lifestyle
- Developed an information booklet outlining resources to assist with smoking cessation
- Offered lunch time coaching clinics to assist students with personal development and school-work-life balance issues
- Received excellent feedback from participants
- Assisted with the promotion of the program's various Wellness Fairs

Workplace Wellness and Health Promotion Sample Resume

Prepared by Centennial College, Career Services & Co-operative Education, 2012

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RELATED EXPERIENCE (Continued)

Health and Fitness Assistant

Oct. 2006 – Sept. 2009

Fitness Inc., Toronto, ON

- Administered fitness evaluations, consultations and exercise programs
- Instructed a variety of group fitness classes (Core Strength, Yoga, Circuit Training)
- Developed monthly newsletter to educate clients on the value of specific exercise and nutrition programs and services
- Increased program participants by 30% in 2007 using innovative marketing approaches and individual consultations

OTHER EXPERIENCE

Administrative Assistant (Part-time)

May 2006 - Present

ABC Community Centre, Toronto, ON

- Gain exposure to the day-to-day operations of a community resource centre
- Assist with the promotion of the centre's activities
- Communicate with different Toronto residents
- Assist in the planning of special community events
- Research and communicate information on various community resources

EDUCATION AND TRAINING

Workplace Wellness and Health Promotion Certificate

2011 - 2012

Centennial College, Toronto, ON

Coursework Included:

Physical Wellness

Nutrition

Stress Management

Personal Well-Being

Wellness Marketing

Program Planning

First Aid and CPR

2010

Canadian Red Cross

Bachelor of Science (Honours) – Psychology and Biology

2007 – 2011

University of Toronto, Toronto, ON

COMMUNITY INVOLVEMENT

Dental Screening Assistant, TDSB, Toronto, ON

2008 - 2010

References available upon request