

Chantal Rackley, CCDP

North Vancouver, BC

Linkedin.com.chantalrackley

604.555.8888 | chantalrackley@gmail.com

MBTI Certified – Skilled Facilitator – Labour Market Specialist

SUMMARY

Certified Career Development Practitioner with over 10 years' experience in all aspects of **effective job search**. Skilled in **facilitation - curriculum development**, one on one **advising**, and maintaining client motivation. Extensive coordinating experience developed through coordination of highly successful hiring fairs attended by hundreds of job seekers

- MBTI Certified
- Strong Interest Certified
- Conflict resolution
- Sharepoint knowledge

PROFESSIONAL EXPERIENCE

Facilitator | Career Advisor YWCA WorkBC North Shore, North Vancouver, BC 2015-present

- Facilitate groups of up to 20 in all areas of job search, including Resumes and Cover Letters, Networking and Interviews, customizing approach as required to maximize learning outcomes
- Advise on effective job search strategies, including moving to a more proactive approach empowering clients to have more control over the process

Facilitator | Career Advisor YWCA Job Options, North Vancouver, BC 2010 - 2015

- Developed and facilitated experiential curriculum to groups of up to 12 participants in areas of life skills, job search and career exploration, promoting a confident and independent job search now and in the future
- Worked one on one to develop targeted action plans with participants to achieve their desired placement
- Established and maintained working relationships with employers to arrange for work placements and wage subsidies for program participants, achieving over 70% employment success rate

Career Developer EmployMeBC WCG International, North Vancouver, BC 2009 – 2010

- Exceeded placement expectations & monitored placements regularly to ensure accurate reporting to funders
- Participated actively in NV Chamber events, presenting to members to promote EMBC, which directly resulted in employment offers to program participants

VOLUNTEER EXPERIENCE

Facilitator Vancouver Public Library, Vancouver, BC 2016 - present

- Developed a life skills program for youth ages 16 – 20 increasing library participation with youth by 25%

Career Advisor Sutherland High School, North Vancouver, BC 2014 – 2016

- Coach students on academic research to ensure they transition into a program suited to their future goals

EDUCATION & PROFESSIONAL DEVELOPMENT

Myers Briggs Type Indicator (MBTI) Certified Psychometrics Canada, Alberta 2018

Strong Interest Inventory Certified Psychometrics Canada, Alberta 2018

Counselling Skills, VCC Vancouver, BC

BA Psychology, University of British Columbia, Vancouver, BC

Your Name

407-111 Your Street, City, Province L8A 2B3 • 905-555-1234 • youremail@address.com

HIGHLIGHTS OF QUALIFICATIONS

- 5+ years of experience in the manufacturing industry
- Solid background in process development, product quality control and equipment design
- Boosted company sales by 30% within a 2-year period by establishing new products and clients
- Proficient in MS Office, Flash, HTML and Adobe Photoshop
- Multilingual: Fluent in English, ... and ...

SKILLS AND EXPERIENCE

Manufacturing

- Set-up and qualified new equipment for wafer etching and packaging
- Utilized statistic process control (SPC) in ISO 9001 2008 manufacturing environment
- Analyzed failure mechanism (FMEA) to improve MTBF and yield improvement
- Identified and troubleshoot process, equipment and operation-related issues

Management

- Managed a construction project team of 2 engineers and 5 draftspersons
- Supervised drafting of structural drawings, construction specifications and project schedules
- Verified shop drawings, structural calculations and produced concrete precast element types
- Reported project progress to customers according to their requirements

Estimating

- Estimated quantities and costs of pre-cast concrete structures
- Prepared contract documents and payment claims as well as negotiated with customers regarding cost variation

EMPLOYMENT HISTORY

Project Chief **2005 – 2008**
Company Name, City, Province **or** Country (if not Canada)

Structural Engineer **2002 – 2005**
Company Name, City, Province **or** Country (if not Canada)

EDUCATION HISTORY

M.Sc. Degree in Construction Engineering **2001**
University Name, Country
(Equivalent to a Master's in Civil Engineering, as determined by World Education Services, Toronto, ON)

B.Sc. Degree in Civil Engineering **1999**
University Name, Country
(Equivalent to a Bachelor's in Civil Engineering, as determined by World Education Services, Toronto, ON)

References Available Upon Request