

# Your Name

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## 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 troubleshot 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**

# Chantal Rackley, CCDP

North Vancouver, BC

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## 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