

# Marilie Manage

613-111-1111

Multilingual | Soon-to-Be Management Graduate | Entrepreneur

[youremail@uOttawa.ca](mailto:youremail@uOttawa.ca)

Address (optional), City, Province, Postal code

Portfolio, blog, website, [LinkedIn](#) (optional)

## SUMMARY OF QUALIFICATIONS

- Third-year student completing an Honours Bachelor of Commerce with an option in Management
- Comprehensive knowledge of management principles gained through academic research
- Advanced social media skills developed for advocacy, marketing and networking purposes
- Robust knowledge of Microsoft 365 software including Excel, Word and PowerPoint
- Fluently bilingual in English and French, with working knowledge of Spanish

## EDUCATION

Honours Bachelor of Commerce, option in Management (CO-OP)

Month year – present

University of Ottawa (Ottawa, ON)

- Expected graduation date: month year
- Admission scholarships and bursaries

## SKILLS AND ABILITIES

Leadership and management

- Led a team of 10 classmates developing and implementing a marketing strategy for a new retail establishment, focusing on employee engagement, sales coaching and promotion in a case study
- Acquired...
- Generated...

Analytical and critical thinking

- Conducted complex data analysis to improve year over year metrics relating to sales volume and onboarding new clients
- Created...
- Organized...

Collaboration and interpersonal skills

- Developed strong communication and facilitation skills while presenting workshops about work-life balance for students
- Presented...
- Collaborated...

**Commented [MJ1]:** You can adapt this heading based on the industry you're targeting. The idea is to create a clear connection between you and the targeted industry desired and/or program of study.

**Commented [MJ2]:** Use your University of Ottawa email address.

**Commented [MJ3]:** LinkedIn shorter URL ex. [linkedin.com/in/Marilie.Manage](https://www.linkedin.com/in/Marilie.Manage)

**Commented [MJ4]:** Include the most important points you want to highlight. They typically include education, relevant experience, soft skills, computer/technical skills and languages. Tailor points to the targeted industry desired and/or program of study.

**Commented [MJ5]:** Include the important details of your education. You can also include relevant courses, projects or the title of your thesis (if applicable).

If you have multiple awards and achievements to showcase, you can add them in an optional section named "Awards and Achievements" at the end of the resumé (see optional sections for reference).

Adding your CGPA to your resumé is optional. Include only if impressive.

**Commented [MJ6]:** Choose three categories of skills relevant to the position you are seeking. Categories can include organizational, interpersonal, communication, customer service or technical skills. Include examples from your academic, extracurricular, work or volunteer experience. Include at least one soft skill in your categories.

Tips for writing bullet points:

- Use accomplishment-based statements to structure your bullet points, for example, projects completed in class and self-taught and learned.
- Use action verbs that demonstrate specific skill sets.
- Be consistent with your verb tenses and pay close attention to grammar and punctuation.

You can choose to include personal and academic projects related to your field of study.

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## WORK EXPERIENCE

### Junior Trade Officer (CO-OP)

Month year – Month year

Invest in Canada Program, Consulate General of Canada (Hong Kong)

- Provided export assistance to over 25 new investors from Hong Kong and Macao
- Researched and surveyed 150 potential investors in eight key strategic industries
- Drafted seven trade agreements, all subsequently approved, worth \$10 million
- Promoted and marketed Canada as a dynamic place in which to invest and do business through blogs, podcasts and oral presentations to the Hong Kong General Chamber of Commerce and the Macao Chamber of Commerce

**Commented [MJ7]:** Relevant work experience includes all experience (paid or unpaid) related to your field of study. Ensure all experience is in reverse chronological order (most recent to oldest). Include transferable skills when explaining your non-relevant tasks using indirect style (see Brightspace). Ensure all experiences are in reverse chronological order (most recent to oldest).

## VOLUNTEER EXPERIENCE

### Vice-President Marketing

Month year – Month year

The Entrepreneurs' Club, Telfer School of Management (Ottawa, Ontario)

- Increased corporate sponsorship to this elite club's three major events — the ELLE Gala, the Toast to Success Business Dinner and the National Bank Elevator Pitch — by 35% in four months
- Organized four informal networking events per term with more than 40 key sponsors
- Championed the club's core values of meritocracy and working hard for success
- Established and maintained a pan-Canadian network of over 300 active members and sponsors

**Commented [MJ8]:** Use the same format and guidelines as for the "Work Experience" section above. You can omit this section if the content isn't relevant.  
Title of volunteer position month year – present  
Name of organization, City, Province

## ADDITIONAL TRAINING and CERTIFICATIONS

Intensive Intermediate Spanish, University of Ottawa (Ottawa, ON)

year

Cardiopulmonary Resuscitation (CPR) Certification, Organization (Ottawa, ON)

year

**Commented [MJ9]:** Include any training or certifications relevant to the position you're seeking, in reverse chronological order.  
Title, Organization, City, Province  
CPR Level C, Canadian Red Cross, Ottawa, ON year

## ACHIEVEMENTS and AWARDS

- Demonstrated an outstanding blend of management and leadership skills leading to sustainable results and growing profit margins for FTP-Green Advocacy Co. Ltd.
- Awarded the Young Entrepreneur's Scholarship by the Capital Business Network

**Commented [MJ10]:** This section is optional. Add if you would like to include achievements and awards not previously mentioned.

## INTERESTS (optional)

- Travelled to Brazil, Paraguay, Peru, Thailand and Malaysia
- Plays soccer and volleyball; runs marathons
- Enjoys cooking; has taken courses on French cuisine

**Commented [MJ11]:** Include sports, travel, hobbies, clubs, groups or professional association memberships, as well as volunteer experience (if not already included in the "Volunteer Experience" section). Activities listed should be current. Highlight extracurricular activities that demonstrate skills such as teamwork, leadership or time management.