

# PHIL HANSEN

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## HIGHLIGHTS OF SKILLS

- 3 years of experience in conducting one-on-one consultations on resumes and cover letters, and interview preparation with clients who have diverse educational backgrounds
- Delivered variety of career related workshops, seminars and presentations, such as 4.0 Resumes for Education Students, to groups of students ranging from 2 to 80 attendees
- Applied various career and work search strategies, including networking action plans, to career advising consultation with clients who face employment barriers
- Connected more than 150 clients on the Distress Line with a variety of community resources available to the public
- Strong intercultural awareness developed by studying abroad in Ghana, Africa and by leading 35 to 40 one-on-one consultation with international students

## EDUCATION

### Bachelor of Arts, Film Studies and English

Aug. 20XX – Jun. 20XX

University of Alberta, Edmonton AB

- Completed a 4-month study abroad program in Ghana, Africa
- Relevant coursework: Theories of Career Development, Career Development Resources, Social Psychology of Adult Development, Professional Ethics

## KEY COMPETENCIES

### Cultural Awareness

- Formulated career and work search strategies through one-on-one consultations for international students in order to overcome employment barriers
- Developed career tip sheet titled "Finding Work on Campus for International Students" to highlight work search strategies such as how to identify personal skills and effectively network on campus
- Exercised adaptability to different cultures and ability to cope with unfamiliarity in Ghana, Africa while collaboratively engaging with locals to create a social campaign
- Co-facilitated presentations for the International Student Work Study Program to help students further develop their communication skills as well as create targeted work search packages

### Client-Focused Advising

- Counselling clients in crisis at the Distress Centre by de-escalating personal issues and providing appropriate resources within the community of Edmonton
- Mentored students with diverse educational backgrounds through one-on-one consultations in order to strengthen their resumes, cover letters, and interview skills
- Conducted research for MEd University coursework which examined how advisors use reflecting listening skills to create strong working alliances with their clients
- Encouraged clients to take part in experiential learning to help them gain a deeper self-awareness

## Group Facilitation and Collaboration

- Partnered with 4 staff members to redesign the content for resume building workshops that help students understand a resume's content, formatting, wording, and presentation
- Initiated the design and facilitation of an in-service workshop for 25-30 co-workers to help them understand the use of social media as a valuable work search resource
- Collaborated with Film Studies Association executives in the creation of an on-campus campaign that promoted the importance of community arts for individuals who seek art therapy
- Built a presence for the Ghana community in Edmonton by setting up two special events which allowed the African Student Association to share their community outreach experiences

## WORK HISTORY

<b>Career Peer Educator</b> U of A Career Centre, Edmonton AB	Aug. 20XX – Apr. 20XX
<b>Distress Line Volunteer</b> The Support Network, Edmonton AB	Sep. 20XX – Jul. 20XX
<b>Vice President &amp; Volunteer Coordinator</b> Student Film Studies Association (SFSA), Edmonton AB	Sep. 20XX – May 20XX

## SELECTED ACHIEVEMENTS

<b>Green and Gold Student Leadership &amp; Professional Development Grant</b> University of Alberta, Edmonton, AB	Dec. 20XX
<ul style="list-style-type: none"><li>• Grant used to fund the Adult Educator Seminar Series program at Mount Royal University which was comprised of 11 seminars related to pedagogy</li></ul>	
<b>Certificate of Completion, Crisis Intervention Training</b> The Support Network, Edmonton AB	Oct. 20XX
<ul style="list-style-type: none"><li>• Completed 60 hours of rigorous training in order to support clients who have experienced a crisis or who were struggling with trauma</li></ul>	
<b>Individual Student Engagement Grant</b> University of Alberta, Edmonton AB	Jan. 20XX
<ul style="list-style-type: none"><li>• Grant used to fund Life Coaching program provided by the Certified Coaches Federation which led to a Certified Coach Practitioner designation</li></ul>	

## PROFESSIONAL MEMBERSHIPS

**Student Member**, Career Development Students' Association  
**Student Member**, National Career Development Association  
**Professional Member**, Career Professionals of Canada