

KESIA SILVA

Unit 25 – 1730 Leger Gate NW, Edmonton, AB, T6R 0R3

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HIGHLIGHTS

- Ability to observe and evaluate individual's performance, behavior, social development, and physical health developed through many volunteering opportunities in the last 2.5 years
- Strong communication, interpersonal and organizational skills developed during 2 years as an intern teacher assistant compelled to work on and present projects
- Excellent conflict resolution skills developed during 3 months working as a resident assistant at the University of Alberta Campus
- Detail oriented, highly motivated and willing to learn
- Pleasant and emphatic personality

WORK EXPERIENCE

Sunday-School Teacher Intern

September 2018 – Present

Mckernan Baptist Church / Edmonton, AB

- Planned, organized, and implement individual and group instructional activities
- Observed and evaluated children's performance, behavior, social development, and physical health
- Improved educational quality results by studying, evaluating, and re-designing processes and implementing changes
- Encouraged literacy with guided story time and read-along
- Assisted children with eating, toileting and during nap time
- Provided safe environment by maintaining orderly, clean, and appealing facilities
- Encouraged emotional, intellectual, and social growth of students
- Ensured to keep the parents informed by redistribution of parent information

Resident Assistant

May – August 2018

University of Alberta Residential Services / Edmonton, AB

- Proven ability to work with a team to ensure efficient residential services
- Communicated effectively with colleagues and 7+ residents per shift
- Strong multi-tasking skills; recognized by supervisor and residents for excelling in timely service
- Demonstrated conflict resolution skills while handling resident's complicated issues such as noise complains and housemate's disagreements
- Demonstrated leadership, organizational, planning, and creativity skills while organizing build up community's activities

EDUCATION

Bachelor of Science

2014 – 2019

University of Alberta, Edmonton, AB

Key Electives: Organizational Behavior

VOLUNTEER EXPERIENCE

Server

June 2017 – Present

Hope Mission / Edmonton, AB

- Helped preparing and serving food for the homeless community
- Encouraged social growth of the community

Early Childhood Intern Teacher Assistant

September 2017 – August 2018

Mckernan Baptist Church / Edmonton, AB

- Assisted in planning, organization, and implementation of individual and group instructional activities
- Observed and evaluated children's performance, behavior, social development, and physical health
- Encouraged emotional, intellectual, and social growth of children

Event Helper (Fundraiser)

June 2017, 2018, 2019

REYU Paralysis Recovery Centre / Edmonton, AB

- Worked as a course marker, helping wheelchair bound people to conclude the race
- Preparing and giving water and food to participants
- Served as cashier assistant

COMPUTER SKILLS

- Proficiency with Microsoft Office: Word, PowerPoint and Excel
- Experience Programming in MATLAB and AUTOCAD

CERTIFICATIONS & MEMBERSHIPS

- First Aid and CPR/AED (2018)
- Occupational Health & Safety (2018)
- QPR (2018)
- WHMIS (2017)
- CSTS Certificate (2014)
- Class 5 Driver's License; clean abstract

AWARDS & SCHOLARSHIPS

- West Africa Management Service Scholarship (2013 – 2019)
- University of Alberta (U of A) Academic Excellence Scholarship (2014)
- International Student Scholarship (2014)

OTHER INFORMATION

- Ability to communicate in both English and Portuguese
- Legally entitled to work in Canada, willing to relocate as required