

Charlotte Wiebe

132 Hampton Avenue
Toronto, Ontario M4K 2Z1
416-525-5481
charlotte@wiebes.net
charlottew.com

Skills and Abilities

Summary

- Ambitious, passionate and hardworking
- Highly organized and focused
- Strong oral communication and critical thinking skills
- Bilingual (English and French)
- First Aid and Childcare training

Leadership

- Participated in Brock University leadership program
- Mentored and Tutored children in Math, Science, English and French
- Supervised grade 9 students on an overnight outdoor experience learning trip
- Created a vegetarian and vegan club in grade 11

Computer Skills

- Proficient in Windows and Apple programs, such as: Word, Pages, Excel, Numbers
- Entry level programming and experience with Turing, Eclipse, Seamonkey and Java RTP

Experience

Administrative and Legal Assistant

summer of 2017

Paradigm Law Group, LLP

Performed general office management duties, such as scheduling meetings, corresponding with clients and organizing documents. I was also responsible for reviewing disclosure for a criminal law case.

Tutor

2012–present

Self-employed

Helped students complete assigned homework, in English and French, as well as developed lesson plans to help students excel beyond the material taught in class.

Babysitter

2012–2017

Self-employed

Cared for children ages 10 months and up. My responsibilities included picking children up from school, preparing meals and putting children to bed.

Academic Achievements

- Honor roll student, who excels in the maths and social sciences
- First Place in Ontario Pro-Con Debate - Team Event (grade 11)
- Second Place in Ontario Pro-Con Debate - Individual (grade 11)
- Participated in DECA for 2 consecutive years

Volunteer experience

- Toronto Vegetarian Association Food Festival - salesperson
- Toronto Vegetarian Association Food Festival - volunteer captain
- Withrow Farmer's Market - organizer
- Pinecrest Overnight Camp - counsellor
- Variety Village fundraising events and swimming competitions - salesperson
- Jackman Avenue PS Spring Fair - organizer

Education and Training

Bloor Collegiate Institute - Talented Offering in the Programs of the Sciences <i>Toronto, Ontario</i>	2014-present
Earl Grey Junior High School - French Immersion <i>Toronto, Ontario</i>	2012-2014
Jackman Avenue Elementary School - French Immersion <i>Toronto, Ontario</i>	2004-2012
Brock University Leadership Camp <i>Niagara, Ontario</i>	June 2014
U of T Business Camp <i>Toronto, Ontario</i>	July 2013
Bronze Cross Course <i>Burlington, Ontario</i>	2016
Bronze Medallion Course <i>Toronto, Ontario</i>	2013-2014
Babysitting Course <i>Toronto, Ontario</i>	2012

References Available On Request