

# Janelen Ali

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## Objective

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Human resources position in training and development that will use my teaching/training, language and problem-solving skills

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## Summary of Qualifications

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- Enrolled in human resources management certificate program—have completed majority of courses
- More than 10 years of teaching and training experience
- Excellent verbal and written ability in English, French, Portuguese and Spanish
- Five years of overseas experience—able to empathize and work with people of diverse backgrounds and cultures
- Proven organizational, planning, leadership and motivational skills
- Strong listening skills and the ability to deal effectively with people's problems and concerns

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## Training/Teaching Skills

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- Developed, taught and evaluated courses in Spanish, French, social studies and a variety of other subjects for classes ranging in size from 5 to 40 people (ages 6 to 70)
- Facilitated classes on new resources and curriculum changes for professional development seminars

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## Organizational/Administrative Skills

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- Chaired professional development committee; planned and organized activities for professional development seminars
- Organized and supervised extracurricular sports and cultural events
- Operated the school bookstore, including recruiting, hiring and supervising 18 students and ordering supplies, managing inventory and promoting sales of products
- Planned and hosted events, from school events for students, staff and families to district-wide awareness campaigns
- Skilled at using Microsoft Excel for accounts payable/receivable

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## Leadership/Teamwork Skills

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- Acted as chairperson for school advisory council
- Advised and mentored student United Nations club
- Set up staff career development library with more than 500 publications and videos and a list of online resources
- Participated actively on district professional development committee and planned and organized three professional development conferences
- Guided and translated for VIPs attending two world-class athletic events

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## Education

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Currently enrolled in the ABC University Human Resources Management Certificate program  
Completed 7 of 10 required courses

Bachelor of Education with Distinction, XYZ University, Toronto (2002)

Major: Social Sciences

Minor: Modern Languages (French)

Workshops and seminars in the areas of customer service, marketing and instructor training