

LINDA ROBERT

1290 Roger St., Rockland, On K4K 1J8
613-419-1075 lindagrobert@yahoo.ca

OBJECTIVE

A position as a Bilingual Career Counsellor

SUMMARY OF SKILLS AND QUALIFICATIONS

- Current experience in employment consulting with various types of individuals
- Over 10 years experience in providing individual counseling/coaching and career management consulting
- Master of Education degree from Nipissing University in North Bay, Ontario
- Over 10 years experience in designing and facilitating personal and professional development seminars for social service agencies, educational institutions, insurance companies and private clients
- Fluently bilingual in **French and English (written and spoken)**
- Highly developed public speaking, interpersonal and communications skills
- Computer proficiencies in MS Word, MS PowerPoint, MS Excel, Internet and Email applications

RELEVANT SKILLS AND EXPERIENCE

One on One Counseling and Coaching

- Provided career transition coaching to individuals
- Provided stress management coaching to adults
- Facilitated onsite dismissal meetings for HR personnel and affected employees
- Provided employment counseling and job coaching to adults
- Assisted adults in all aspects of the job search and preparation
- Provided coaching and counseling to students on placement

Group Workshop Facilitation and Teaching

- Developed, facilitated, evaluated various job search skills workshops for adolescents, adults and older adults
- Facilitated a Life Skills program for First Nations which included topics such as self-esteem, stress management and nutrition
- Facilitated a seminar "Maintaining Balance While in Transition" for affected individuals
- Taught English to adults on WSIB, prepared monthly student progress reports, attended and actively participated in staff and student progress meetings
- Facilitated various seminars including Welcoming Change, Manage Your Stress, What is Wellness, Handling Difficult People, Facilitating Meetings, Stress and Unemployment, Relaxation: when and how to use it
- Taught reading, writing, math and life skills to First Nations; prepared educational training plans based on learning outcomes and Ministry of Training, College and Universities guidelines
- Taught job search skills using various creative methods
- Taught basic computer skills to seniors and math and life skills to Francophone women in trade and technology programs

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RELATED EMPLOYMENT HISTORY

Employment Counselor

Centre de Services Communautaires Vanier, Ottawa, ON

July 2009 to present

Some duties include

- Interview clients individually to assess their situation and determine the types of services required
- Interview clients to obtain employment history, educational background and career goals
- Identify barriers to employment and assist clients with job search strategies, resume preparation and job interviews
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Contact employers to establish a working relationship and to discuss potential job placement

Bilingual Rehabilitation Consultant

NRCS Inc., Ottawa, ON

January to May, 2009

Some duties included

- Provided disability management to individuals injured in work related accidents
- Interviewed clients individually to assess their situation and determine the types of services required
- Interviewed clients to obtain employment history, educational background and career goals
- Identified barriers to employment and assisted clients with job readiness skills, job search strategies, resume preparation and job interviews
- Assessed need for assistance such as rehabilitation or further vocational training and referred to appropriate services
- Collected labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Coordinated return to work and return to activities of normal living
- Prepared Transferable Skills Analyses, Employability Assessments and Labour Market Surveys
- Developed and maintained sound knowledge of community resources

Personal Coach and Facilitator

Self-Employment, Ontario

ongoing since 1994

Some contracts included

- **College Boréal**, Sudbury
- **Whitefish Lake First Nations**, Naughton
- **Shepell-fgi**, Ottawa
- **Filion and Associates**, Ottawa
- **Performance Management Consultants**, Ottawa

Some duties included

- Researched and wrote content for presentations and/or handbooks
- Prepared presentations and facilitated seminars
- Contacted companies to confirm dates, equipment etc
- Interviewed clients to obtain employment history, educational background and career goals
- Identified barriers to employment and assisted clients with job readiness skills, job search strategies, resume preparation and job interviews
- Collected labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Completed case notes as required
- Coached client through various phases of the job search

Part-time instructor*La Cite Collégiale, Ottawa, ON**Algonquin College, Ottawa, ON**January 2009- March 2009**May, 2008- August 2008***Some duties included**

- Prepared the content and taught the class
- Met with students as required
- Evaluated the students

Employment Consultant*Job Connect, Kirkland Lake, Ontario**2005***Some duties included**

- Assisted individual with job search process
- Met with employer and client to sign contract and periodically during the placement for evaluations
- Followed-up with client and employer as required
- Worked with business' to find suitable employees
- Contacted business to introduce them to the program
- Complied with provincial and funding guidelines

FORMAL EDUCATION

Masters of Education*Nipissing University, North Bay**1996-2000*

- Thesis: **Evaluation of a Stress Management Program**

Teaching Certificate of Ontario*Laurentian University, Sudbury, Ontario**1993-1994*

- Additional qualifications: FSL 1, Special Education 1 and Guidance 1

Masters of Child and Human Development*Laurentian University, Sudbury, Ontario**1991-1993*

- Thesis: Relationship between coping strategies and adjustment in children (written in French)

Baccalaureate of Arts (4 years) - Double concentration in Sociology and Psychology*Laurentian University, Sudbury, Ontario**1988-1991***ADDITIONAL TRAINING**

MBTI Step 1 Certification*Psychometrics Canada, Ottawa**2011***Completed the Foundational Coach Training Intensive***Institute for Life Coach Training, virtual school**2003***Completed Phase One of Life Skills Coaches Training***YWCA, Toronto**2002***REFERENCES**

Available upon request