

# LINDA ROBERT

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303-60 Rue Des Noisetiers, Gatineau, Québec J9A 3G9  
613-216-7509 or cell 613-795-6758  
[lindagrobert@yahoo.ca](mailto:lindagrobert@yahoo.ca)

## OBJECTIVE

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A position as a Bilingual Personal and Professional Development Facilitator and coach

## SUMMARY OF SKILLS AND QUALIFICATIONS

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- Master of Education degree from Nipissing University in North Bay, Ontario
- Over 10 years experience in designing and facilitating personal and professional development seminars including subjects such as stress management and reduction, achieving work life and personal balance within social service agencies, educational institutions, insurance companies and private clients
- Over 10 years experience in providing individual counseling/coaching and career management consulting
- 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

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### *Group Workshop Facilitation and Teaching*

- 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 various courses in the Health Sciences/ Emergency Services and the Community Services field including Introduction to Sociology, Introduction to Psychology, Human Diversity
- 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 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

### *One on One Counseling and Coaching*

- Provided stress management coaching to adults
- Provided relationship coaching to adults
- Facilitated onsite dismissal meetings for HR personnel and affected employees
- Provided employment counseling and job coaching to adults
- Provided coaching to employers
- Assisted adults in all aspects of the job search and preparation
- Evaluated and assessed client’s needs and made referrals when necessary
- Provided coaching and counseling to students on placement

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## ***Program Development and Coordination***

- Initiated a wellness program for the community
- Initiated and developed a program from singles which included a monthly newsletter, various activities, a website, dances, seminars and coaching
- Organized venues, guest speakers, catering, information packages and other basic logistics for workshops and seminars
- Organized various activities to encourage student participation and retention including breakfasts and open houses
- Wrote several articles on topics such as divorce recovery, weight, work, wellness, relationships and a guidebook for newly singles
- Developed content for workshops including Communication skills, Stress Management, Handling Difficult People, Listening Skills

## **RELATED EMPLOYMENT HISTORY**

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### **Personal Coach and Facilitator**

*Self-Employment, Sudbury, Ontario*

*ongoing since 1994*

#### **Some contracts included**

- **College Boréal**, Sudbury
- **Conseil scolaire de district catholique du Nouvel-Ontario**, Sudbury
- **Northeastern Ontario Regional Cancer Centre**, Sudbury
- **Shepell-fgi**, Ottawa
- **Whitefish Lake First Nations**, Naughton
- **VPI**, Ottawa
- **KWA**, Ottawa
- **Filion and Associates**, Ottawa
- **Performance Management Consultants**, Ottawa

### **Part-time instructor**

*La Cite Collegiale, Ottawa*

*January- March 2009*

*Alquonquin College, Ottawa*

*May, 2008- August, 2008*

### **Employment Consultant**

*Job Connect, Kirkland Lake, Ontario*

*2005*

### **Professor in the "Technique d'Éducation spécialisée" program**

*Collège Boréal, Sudbury, Ontario*

*1995-1998*

*Cambrian College, Sudbury, Ontario*

*1994-1995*

### **Teacher**

*Macdonald-Cartier and Hand-In-Hand, Sudbury, Ontario*

*1996*

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## FORMAL EDUCATION

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### **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

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### **Certificate in Teaching English as a Second Language and French as a Second Language**

*National School of Language, Ottawa* 2007

### **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

### **Completed 4 Modules in the Teachers of Adult Certificate Program**

*Cambrian College and Collège Boréal, Sudbury, Ontario* 1996-1998

## MEMBERSHIPS

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Canadian Society for Training and Development (CSTD)

## REFERENCES

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Available upon request