

# Joseph Park

Montreal, Québec J7T Z9X · j.park999@yorkvilleu.ca · (514) 555-4536

---

## Professional Profile

*Persistent, passionate, and motivated* recent graduate in the Master's of Education program seeking a position in adult learning and development with the goal of instructing and supporting adults in their educational journey. Demonstrates strong work ethic, organizational skills, strategic thinking, and a strong interest in motivating others to be their best selves through education. Over 5 years of working in health care and research and now transitioning to a more rewarding and meaningful career.

## Formal Education & Skills Training

**Master of Education – Adult Education** **2022**

Yorkville University, Fredericton, New Brunswick

- GPA: 4.0

**Bachelor of Science (Hon.)** **2005**

Dalhousie University, Halifax, Nova Scotia

- Major in Psychology | Minor in Biochemistry
- *Relevant Courses:* Developmental Psychology, Educational Psychology & Research and Ethics

## Relevant Skills and Accomplishments

### Communication and Interpersonal Skills

- *Empathy & Active Listening* - Demonstrates empathy, active listening, and a warm, comforting environment to families as the invitation to participate in research follows the diagnosis of a childhood disease. This also involves providing emotional support to the families of the patient.
- *Mentorship & Individual Support* - Supporting and communicating with diverse pediatric populations and families/support persons at MUCH in a respectful and self-aware manner. Knowledgeable problem-solving abilities assist families in the set up of virtual care platforms, research applications, and informative of MUCH Resources.
- *Written & Oral Communication* - Extensive experience with writing Master's level papers, case notes and documentation for patients and students. Also, excellent experience with giving direction in a clear and concise manner as well as strong public speaking skills from delivering academic and work-related presentations and group facilitation/training.

### Problem Solving and Management

- *Efficiency & Coordination* - Operates in a fast-paced medical and customer service environment by problem-solving, multi-tasking, and having patience. This involves staying on task, thinking outside the box and exercising tact and diplomacy.
- *Organization* - Exercises time management, organization, and flexibility to deliver information and conduct research activities with families without having scheduled clinic time. This requires the ability

to determine when research tasks can be conducted at an appropriate time that respects the family's time and the time of other professionals that are scheduled to see the family.

- *Creativity & Strategic Thinking* – Overcome previous research challenges by implementing strategies to improve enrollment rates and biospecimens collection. Conducting department research presentations for team members has ignited awareness of projects and support for the coordinator role. Regular weekly meetings with the physicians have led to meticulously screened clinic lists.

### **Leadership and Teamwork**

- *Leadership* – Led large groups of 20+ children as a Preschool Teacher by keeping them organized, engaged and providing positive and empowering feedback for their educational and personal development. Also, provided ongoing training of new servers ensuring a strong understanding of food handling procedures, customer services, and cleaning expectations of the restaurant were conducted.
- *Group Facilitation* – Delivers research coordinator professional development training and support for individuals through engagement of self-reflective practice, sharing of successfully developed strategies and space for individual support and consultation. This involves working collaboratively with a professional team on-site and internationally with lead site coordinators.
- *Relationship Building* - Facilitated networking and implemented project plans with academic peers throughout the Master of Education online program to execute strong academic work with peers in different time zones.

### **Work History**

<b>Research Coordinator</b> , MUCH, Montreal, Québec	<b>Jan. 2016 – Present</b>
<b>Research Administrative Assistant</b> , MUHC, Montreal, Québec	<b>Dec. 2009 - Dec. 2015</b>
<b>Preschool Teacher</b> , Superkids Preschool Academy, Montreal, Québec	<b>Mar. 2006 - Feb. 2009</b>
<b>Teaching Assistant</b> , Dalhousie University, Halifax, Nova Scotia	<b>Mar. 2004 – Apr. 2005</b>
<b>Team Leader/Server</b> , The Five Fishermen, Halifax, Nova Scotia	<b>Sept. 2003 - Dec. 2005</b>

### **Volunteer Work**

<b>Family Room Volunteer</b> , Ronald McDonald House, Ottawa, Ontario	<b>May – Aug. 2009</b>
<b>Fund Raiser</b> , Kids Help Phone, Montreal, Québec	<b>Jan. 2009</b>
<b>Family Room Volunteer</b> , MUCH, Montreal, Québec	<b>Feb. 2006 – Jul 2008</b>

### **Professional Development**

<b>Teachers and Trainers of Adults</b> , Algonquin College, Ottawa, Ontario	<b>2018</b>
<b>Mental Health First Aid</b> , Mental Health Commission of Canada, Ottawa, Ontario	<b>2016</b>