

Resume used to obtain an interview at Colgate-Palmolive Canada as a Summer Intern

Scott Sydenham

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EDUCATION

Richard Ivey School of Business, University of Western Ontario (UWO), London, Ontario 2XXX

Candidate for Bachelor of Arts, Honors Business Administration

- Completed first two years of Honors Specialization in Political Science and a Minor in French (2XXX -2XXX)
- Queen Elizabeth II Aiming for the Top Scholarship for academic excellence (2XXX -2XXX)
- Harold Crabtree Foundation HBA Award for academic achievement (2XXX -2XXX)
- Dean's Honor List (2XXX -2XXX)
- UWO In-Course Scholarship for a competitive academic average (2XXX)
- Western Scholarship of Excellence for being admitted with a final average between 90-94.9% (2XXX)

WORK EXPERIENCE

Western's Employment Resource Centre (WERC), UWO, London, Ontario 2XXX -Present

Career Profiler Advisor Student Coordinator, 2011-Present

Career Profiler Advisor, 2XXX -2XXX

- Delivered presentations to first year students, increasing awareness of the services provided by WERC
- Chaired biweekly team meetings to monitor the coordination of various marketing, social and training initiatives; efforts grew the number of clients by 61% and enhanced cohesion among the team of the volunteers
- Recommended solutions to improve resume and cover letter writing skills, helping over 225 students discover, develop and deliver the image they wanted to convey to employers when applying to jobs

Sun & Partners Professional Corporation, Toronto, Ontario Summer 2XXX, 2XXX

Summer Intern

- Corresponded with various clients, agents and governmental departments via e-mail and telephone; efforts resulted in enhanced communication back to law clerks
- Wrote reports for clients and banks to finalize information upon closing real estate deals, resulting in increased customer satisfaction by having sent reports out quickly
- Researched past cases using CanLII, advancing a case for an immigration law dispute

Centennial Pool and Fitness Studio, Richmond Hill, Ontario 2XXX -2XXX

Lifeguard and Swim Instructor

- Collaborated with other lifeguards to resolve ever changing emergencies, ensuring the safety of patrons

IBM Canada Ltd., Markham, Ontario Summer 2XXX

WebSphere Application Team Shad Valley Student

- Tested the software's installation process on a variety of operating systems; discovered and helped fix "stop-shipping" defects to ensure shipments were of the highest quality and on-time for all clients

OTHER ACTIVITIES, INTERESTS & ACCOMPLISHMENTS

City Council of London, Youth Councillor Elect 2XXX -Present

- Spearheaded a city-wide campaign to promote key platform promises and to encourage voting in the election; efforts led to winning the election

Ivey Info Team, Student Ambassador 2XXX -Present

- Promoted the Richard Ivey School of Business to 33,945 prospective students at Ontario's University Fair and at school, increasing awareness of the business program and strengthening its brand

Ivey Marketing Club, Member 2XXX -Present

National Bank Case Competition, Richard Ivey School of Business, 1st Place Team (Section 3) 2XXX

Essex Hall Residence Council, President 2XXX -2XXX

Languages: Fluent in Cantonese and French, basic proficiency in Mandarin