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**Shawn Noaman**

**Education**

**Honours Bachelor of Science Kinesiology 2008 - 2012**

Brock University, St. Catharines, Ontario

**Work Experience**

**Trip Leader March 2013 - Present**

***S-Trip!*** *Costa Rica, Montreal*

* Created a fun and accessible environment for over 300 grade 12 students ensuring safety at the airport, cooperation, and enjoyment during a life changing trip to Costa Rica and Montreal.
* Organized student’s daily agendas and schedules while arousing interest for participation in daily excursions such as surfing and skiing as well as night events at nightclubs.
* Demonstrated an excellent rapport with a variety of people ranging from 17-18 year old students, coworkers, security guards, tour guides and ski lodge operators ensuring smooth relations.
* Adapted to unfamiliar environments, little instruction, changing of schedules and unique methods of time management leading to flourishing despite constant variation of duties.

**English Teacher January – February 2013**

***English Beyond Borders*** *Seoul, Korea*

* Adapted to a city of 12 million people in Seoul, Korea and to a foreign culture quickly in order to effectively connect with students during a winter camp at Hankuk Academy of Foreign Studies.
* Crafted previously nonexistent teaching skills into effective educational methods, providing the children with knowledge and confidence while they successfully learned English Debate.
* Developed already existing organizational skills to ensure lesson plans for 60 students in 4 different classrooms were concise and effective for a 1 hour class session.
* Internationalized my global perspective further, opening doors to further realms of exploration in different nations and different careers.

**Career Assistant August 2012 - Present**

***Brock University*** *St. Catharines, Ontario*

* Assisted the student population with inquiries on topics such as job search, post graduate studies, and travelling abroad, maintaining a well-informed student populace.
* Completed various projects and tasks in the workplace such as contributing to the Career Services newsletter which effectively advertised our services to the campus.
* Created excellent rapport with students while providing help with resumes and cover letters, building a reputation of excellent customer service and assistance.
* Participated in research as “areas of specialization” to assist students wanting to travel abroad and who want to pursue post graduate education.

**Paralegal/Law Clerk May – August 2012**

***Southfields Solicitors***  *London UK*

* Recorded information meticulously while attending court cases with professional lawyers for the purpose of note taking on behalf of the agency.
* Demonstrated efficiency handling secretarial duties as well as drafting important documents thus keeping the agency organized and efficient.
* Entrusted with travelling around the city of London without provided information to destinations foreign to me in order to deliver legal documents to court houses.
* Developed social media such as Facebook and Twitter increasing advertising for the agency.

**Volunteer Work**

**PEKN 4F32 May 2012**

***International Course to El Salvador***

* Promoted physical education to children in order to combat violence and gang related activity in El Salvador, a country with one of the largest homicide rates in the world.
* Adapted to the Spanish language barrier, communicated through workshops to educators, the police force and politicians of the country while also engaging in many activities with children at various schools, providing them with information and hope.
* Monitored and took part in the Unity Games, engaging in a series of activities with 500 children, all while donating large amounts of equipment to nearly 20 schools in the country.

**FARA Charity Shop May 2012 – August 2012**

***261 Wimbledon Park Road, Southfields, London***

* Was honored to assist a charity registered in the UK and Romania who has been working with orphaned and abandoned children since 1991
* Sorted donated items in the storage area of the shop, ensuring items were in proper areas, without defects, priced and readily available to be put out for sale
* Ensured the tidiness and cleanliness of the shop in an orderly manner, all while assisting customers with fitting rooms and locations of specific items

**Professional Memberships:**

* Brock Improv **September 2012 - Present**
* PEKN Council **September 2011 – Present**
* Brock Fit **September 2011 – Present**

**Professional Development:**

* Customer Service Training **August 2012**
* Diversity Issues Training **August 2012**
* Sensitivity Training **August 2012**
* Emergency Health and Safety **August 2012**
* Smart Serve Certified **June 2010**

**Awards**

* In-course Academic Scholarship **2012**
* Discover Science Award**2008**

**Special Skills**

* Fluent in Spoken Hindi/Urdu
* Proficient with many computer programs such as Microsoft Word, Excel, and Powerpoint