

Janice Morgun

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A & J Connection

Re: Human Service Work

I am interested in expanding my professional horizons by seeking new challenges in the direction of human service work. In interest of an opportunity with your organization, I am enclosing my resume for your consideration.

As you can see, my experience in counseling is diverse. I have enjoyed a reputation as a dedicated and committed individual and have been Yellowknife's Community Justice Coordinator with the John Howard Society of NWT, Program Coordinator with the Healthy Baby Club, Family Support Coordinator for the Alberta Brain Injury Society and an Integration Therapist for the Universal Rehabilitation Service Agency.

For the past few years, I have had the opportunity to apply my knowledge of these fields in a more focused direction to solve specific needs of families of predominately aboriginal background. I have a talent and interest in program design, group facilitation and community development backed by practical experience and knowledge of behavior change, relationship skills, perspective change and conflict resolution. This knowledge has allowed me special insight into developing programs that are effective and more satisfactory to the client's needs.

As a team member of your organization, I can provide:

- A visible, approachable presence; good rapport with co-workers and clients.
- Excellent communication, organization, facilitation, and coordination skills.
- Diligent, compassionate and thorough, committed to excellence...work well under pressure...thrive in atmosphere of challenge, creativity and variety...flexible work style-can adapt quickly to changing work and client needs...team player.

Strengths

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| ➤ planning, implementation and coordination | ➤ fundraising and grant writing | ➤ writing and editorial |
| ➤ decision making and goal setting | ➤ client and victim contact | ➤ document and form design |
| ➤ supervisory and leadership | ➤ training and in-services | ➤ budgeting and forecasting |

My ability to analyze needs and develop practical programs designed to yield a favorable outcome has proven to be one of my greatest assets. I am equally at ease working as a team member or independently, and enjoy a leadership role where I can foster motivational and mentoring relationships.

My objective is to establish a time when we can meet together to discuss how I can add value to your organization. I realize how busy your schedule must be, so I will take it upon myself to be in contact with your office within the next few days to discuss the possibility of an interview. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Janet Magrum