Maxine Jacobs  
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Toronto, ON  
123-456-789 | maxinejacobs@mail.com

**Work Experience**

2008 - 2012  
Toronto, ON

Part-Time Volunteer | St. Mary's Hospital

* Greeted patients and visitors upon arrival to facility
* Directed all visitors to various locations within the hospital
* Stocked nursery and children's ward with supplies

2010 - 2012  
Toronto, ON

Peer Counseling Volunteer | Deer Park High School

* Worked with students in junior and senior high school with various personal issues
* Maintained strict confidentiality for all students who came for peer counseling services
* Discussed coping strategies and tips for overcoming hard times with students

2010 - 2011  
Toronto, ON

Pet Care Volunteer | Toronto Animal Shelter

* Assisted with all tasks related to animal care: walking, grooming, feeding/watering, socializing, and general care
* Transported cats and dogs for grooming, training, and veterinary care
* Took animal photographs for website and other marketing materials to improve adoption

**Education**

2012 - Present  
Toronto, ON

University of Toronto  
*Bachelor's Early Childhood Education*

**Additional Skills & Interest**

* Proficient in Excel and Word
* Experience working with stray animals
* Experience with HTML, CSS, and Photoshop
* Excel at volunteering in both independent and team-based environments
* Comfortable working with people of all ages, economic statuses, races, cultures, and with various needs