



CREATING YOUR ACADEMIC CV

For Masters and PhDs



UNIVERSITY OF
TORONTO

STUDENT
LIFE

Career Exploration
& Education

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OVERVIEW

A curriculum vitae (CV) provides a complete profile of your professional and clinical experience, academic achievements, publications, and scholarly interests, as well as skills developed through academic degrees and related teaching or research experience. The length of a CV is determined by the relevant content it contains and does not have a set page count. As your profile develops over time, the CV grows in length, serving as a comprehensive record of your scholarly and professional progress and history.

While there are certain basic style rules, you may in fact have several different versions that you use for different types of positions: clinically-focused, teaching-focused or research-centred. Furthermore, your CV will always be a work in progress, and as you add items to various categories or add new categories of accomplishment, you may find yourself making substantial changes to its overall format and style.

Keep in mind certain visual and layout rules:

- Do not use a font that is too small or difficult to read — nothing smaller than 11 points.
- Avoid using multiple fonts; instead, use white space to separate the categories and to highlight the distinct areas your CV covers.
- Use a consistent style or format for headings and subheadings.
- Ensure that your name appears in the header or footer of each page, along with a page number.

Every CV will include information found under standard headings such as education, professional experience, teaching and research experience, publications, academic administrative experience, professional development, and professional memberships. However, there are additional headings that may be discipline specific. It is important to tailor your CV to the position in question, and to individualize it for each job application.

SECTIONS OF THE CURRICULUM VITAE

The following categories may all appear on a CV, although you may pick categories that are most appropriate to disciplinary conventions and your experience. When organizing information within each category, remember to list your information starting with your most recent experience. The first section of any CV always begins with your contact information. Your name, home address, work or office address if you have one, e-mail address, and phone number should all appear at the top of your CV.

Education

Your academic history appears in this section. Begin this section by listing your most recent degree first, then the institution name. Information on secondary fields of specialization (where applicable) can also be included in this section, since they suggest your vision, the diversity of your work, and a corresponding breadth of teaching ability. This section is usually the first section of your CV if you have limited professional practice/clinical experience. If you have significant professional practice/clinical and teaching experience, these sections will appear first on the CV followed by the education section.

Experience

This category may be presented in varying ways: clinical or professional experience; research experience; teaching experience; and academic administrative experience. It is important to note that the order of the sub-sections within the main experience section change depending on the focus of the position you are applying to, as well as the amount of experience you have in each area.

Professional experience — Your varied professional experiences and related roles (e.g. pharmacy technician, clinical rotations, graduate assistant, teacher assistant, research assistant, curriculum and assessment project member, etc.) should

be included in this section of the CV. It is helpful to include a brief description of your role especially if you have multiple areas of responsibility.

Teaching experience — List all relevant teaching experience, including assistant professorships, instructorships, guest lecture, or facilitator roles. Include the course title, the department name and institution name, your title, and the date for each experience. It is recommended that you indicate the level of each course you are teaching, (i.e. undergraduate or graduate level course), and a brief description of your role, such as conducting lectures, developing curriculum, course coordinator, etc. If you have limited teaching experience, you may wish to incorporate your teaching experience into your professional experience section, rather than having it as a separate category.

Research Experience — This section includes all research related experience such as research projects, research assistantships or research associate roles. It is recommended that you provide a brief description of your research work including who you collaborated with. If you have held dual roles involving both clinical and research duties (e.g. Research and Clinical Pharmacist), these roles may either be incorporated in the professional experience section of your CV or may remain in this section depending on the amount of research experience you have.

Academic and administrative experience —

Many faculty appointments involve some administrative and committee work, and this section can demonstrate to a hiring committee that you will be able to fulfill any commitments of this nature. It is very useful therefore to list any administrative experience you may have. Committee work for your Faculty — including participation on a hiring committee as a graduate student, and membership on academic councils. Additionally, if you have done administrative work for any association or have held positions within a graduate student union, committee, or government this experience can be listed in this section. Any editorships at journals can appear here as well, along with conferences you helped organize.

Publications and conferences

The manner in which you order and present your publications varies from discipline to discipline and it is important to consult with your department for best practices. There are a variety of sub-sections that can be used in organizing this section to showcase the type and status of each publication, such as, peer-reviewed, non-peer reviewed, works submitted and works in progress, reports, conference papers, posters, presentations and proceedings.

Peer-reviewed publications — These are papers that have been reviewed by a community of experts in a given field prior to the work being submitted for publication.

Non-peer reviewed publications — These are papers that have not been reviewed by a group of experts prior to publication.

Works submitted and works in progress — Works submitted and works in progress, demonstrate your engagement with your field, the currency of your research, and your desire to publish. If you have submitted a

work but it has not yet been accepted, list the title and the journal or press; if you are currently completing a work that you intend to publish, cite it as a work in progress.

Reports — Scholarly reports can also be included in the publications section of your CV as a way of illustrating your written work.

Conference papers, posters, presentations and proceedings — It is important that you separate conference papers and presentations from published works. An appropriate method of organizing your conference listings would be to include a subcategory for papers, posters, presentations and proceedings at scholarly conferences or academic conventions, and a subcategory for public lectures, if you have given any. If you have given only one or two of each type of paper, poster or presentation, it may be better to group them together than to create multiple categories.

Professional development

This section includes all courses, workshops, certifications, and field specific tutorials or qualifying programs.

Professional associations, affiliations, and services

This section includes all relevant professional affiliations and work and service associated with these organizations.

Honours and awards

This is where you can highlight the fellowships, scholarships, or other honours and awards you have received that are relevant to your discipline and the position that you are applying to. If the honour or award will not be familiar to those who read your CV, it is acceptable to include a brief line below the honour or award name that explains what the award is for or its primary criteria. The dollar value of the honour or award may also be included in your CV and can be based on the amount, prestige of the award and level of importance within your field. This section may also follow your education section rather than being placed towards the end of your CV. Again, this is dependent upon the relevancy of the honour or award to the role you are applying to.

SAMPLE CVS

In the pages that follow, you will find four CV samples which demonstrate the various formats one's CV may take depending on level of professional, teaching and research experience. These samples are intended to be used as a reference point as you begin to develop or revise your own documents.

Upon completing your CV, it is important to have it reviewed by colleagues in your field to ensure that your document follows the appropriate conventions and best practices within your field.

Sanjana Singh

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EDUCATION

Doctor of Pharmacy , University of Toronto	2020
Hospital Pharmacy Residency , The Toronto Hospital	2018
Bachelor of Science in Pharmacy , University of Toronto	2016

PROFESSIONAL EXPERIENCE

Staff Pharmacist Sept. 2019 — Present

Mount Sinai Hospital, Toronto, ON

- Dispense drugs to healthcare professionals, according to written prescriptions using medication input software which resulted in accurate patient medication administered
- Counsel patients and explain drug interaction and side effects to patients which ensure continued patient safety
- Maintain safe storage of all pharmacy inventory by performing daily label checks to prevent inventory loss
- Order supplies based on daily demand which contributed to a waste reduction of 50%

Staff Pharmacist Oct. 2018 — Aug. 2019

The Toronto Hospital Pharmacy, Toronto, ON

- Maintained computer records of all drugs dispensed which included a database of over 100,000 clients
- Liaised with HPB to ensure all safety standards were being adequately met
- Reviewed individual health records to check for inconsistencies, reducing patient error
- Communicated with doctors and patients providing medication consultation and pharmacotherapy which provided an array of medical treatment options

Doctor of Pharmacy Clerkships

Glaxo Canada Incorporated—Drug Information Department, Mississauga, ON March 2019

- Fostered a collaborative relationship with external stakeholders to discuss portfolio with patients and medical community, ensuring that local codes of practice, guidelines and laws were met to the strictest of requirement
- Designed and developed strategic communication plan for therapeutic portfolio alongside hospitals, specialist, and health care professionals, resulting in one successful private-public partnership with Excellent Hospital

Health Economics Research—Pharmacoeconomics Research, Secaucus, N.J. February 2019

- Collaborated and coordinated with 6 global health economic organizations to support economic analysis of reimbursement for new and existing products, leading to a final research report on company viability presented to the Board of Directors
- Designed and reviewed health economic outcomes research studies to ensure study designs met the ethical standards of over 10 American institutions and 3 Canadian hospitals

Sunnybrook Health Sciences Centre—Palliative Care Unit & Critical Care, Toronto, ON January 2019

- Translated the necessary mathematical calculations needed to have proper drug and supplies for chemotherapy procedures, which led to tailored treatment plans for over 30 patients
- Maintained electronic and hard copies of over 100 patients and clinic record to ensure patient confidentiality

The Toronto Hospital—Infectious Diseases & General Disease, Toronto, ON December 2018

- Implemented and evaluated the Infection Prevention and Control strategies to manage outbreaks, resulted in a high pass from the Department of Health and Services; making hospital eligible for additional funding of \$30,000 for further research into disease prevention
- Facilitated and delivered 7 education seminars to health care providers on strategies to prevent the spread of infectious disease within clinic settings, scoring an average of 88% on seminar satisfaction of new knowledge gained

Wellesley Hospital—General Medicine/HIV, Toronto, ON November 2018

- Monitored clinical pharmacy patient care HIV programs to improve patient care through cross-analysis of the program's post-evaluation surveys using SPSS; final results were disseminated to the Director of HIV Programs Initiatives, informing current strengths, and opportunities of program design
- Facilitated and lead drug information and education to medical staff and patients, which led to 4 weekly presentations, supporting the hospital's teaching values of teaching, learning and innovation

Family and Community Medicine—General Medicine, Mississauga, ON October 2018

- Compounded and dispensed prescribed pharmaceutical products, ensuring accuracy dosage in a high-volume clinic with an average of 50 patients daily
- Consulted and recommended over the counter and behind the counter products for health-related issues, ensuring client's health was prioritized by describing contra-indications, adverse effects, drug interactions and dosage

Ottawa General Hospital—HIV Research, Ottawa, ON September 2018

- Identified and implemented drug therapy where positive pharmacoeconomic impact could be reached to ensure target programs and medication use were aligned with the Pharmacy and Therapeutics committee's target goal of providing sustainable patient care
- Coordinated with case managers, behavioural health therapist and supporting staff to ensure patients' medication regimens were in alignment with the federal laws and regulations of the Food and Drugs Act and Regulations of Canada

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- Communicated with doctors and patients providing medication consultation and pharmacotherapy which resulted in an array of medical treatment options

Pharmacy Student, Ottawa Civic Hospital, Ottawa, ON

2018

- Assisted Staff Pharmacist by researching interaction effects that was presented at the Pharmacist Association Conference to over 300 Ontario pharmacists
- Explained drug-taking routines to elderly patients in a high-volume hospital, with on average 40 patients appointments per day
- Prepared designer drugs to be dispensed in consultation with the Staff Pharmacist to ensure safety protocols were met

English Language Teacher, Adult Education Programs

2017 — 2018

- Designed curriculum and taught adults basic oral and written communication skills, resulted in 17 adults being admitted to a post-secondary institution
- Evaluated and assessed student performance using cooperative learning exercises and individual testing procedures which was compiled into a report for the Director of Adult Education Programs and was later implemented as core curriculum
- Effectively advised adult newcomers on complex personal issues that included advocacy and outreach to the MPP office, resulting \$3,000 of funding for the program

Research Assistant, University of British Columbia

2016 — 2017

- Conducted literature searches for the principal investigator of the Alzheimer's Clinic which informed two journal publications

ADDITIONAL EXPERIENCE**Evening Supervisor**, The Toronto Star, Toronto, ON

2017 — 2018

- Supervised the delivery of nine newspaper routes to ensure prompt and efficient newspaper delivery to all customers
- Interacted with customers and delivery personnel to solve any errors in newspaper delivery, and was award the 'Best Customer' service staff award
- Hired and trained new staff; coordinated and created staffing schedules to improve staff productivity
- Managed the district budget, consistently keeping expenses minimal while providing excellent customer service

PUBLICATIONS AND POSTERS

Smith S, Enarson T. **“A Cost-Effective Analysis of Carvedilol versus Metoprolol for the Prevention of Mortality in Patients with Stable Chronic Heart Failure.”** Faculty of Pharmacy’s Poster Presentation, University of Toronto. Toronto, ON (May 2020)

Smith S, Evans M. **Kava Extract for the Treatment of Anxiety: Is There Convincing Evidence for Its Use?** *Canadian Family Physician* (September 2019)

Marra CA, Smith S. **Guidelines for Evaluating Quality of Life in Patients with Deep Vein Thrombosis.** CSHP Residency Poster Presentation. Vancouver, BC (May 2018)

PRESENTATIONS

“What is Bioavailability?” Pharm D. class presentation. University of Toronto. Toronto, ON (February 2020)

“Should Tamoxifen Be Recommended to Women with Carcinoma in Situ of the Breast?” Pharm D. Seminar. University of Toronto. Toronto, ON (November 2019)

“Pharmaceutical Care of Patients with Coronary Problems: The effects of mixing drug treatments.” Pharm. D. class presentation. University of Toronto. Toronto, ON (October 2019)

“Making Universal Pharmaceutical Care a Reality for HIV Patients.” Presentation to the Board of Directors, Mount Sinai Hospital. Toronto, ON (August 2019)

“Should Glucosamine Be Used in the Treatment of Osteoarthritis?” Pharm. D. class presentation. University of Toronto. Toronto, ON (July 2018)

“Is Raloxifene Effective for the Treatment of Post-Menopausal Osteoporosis?” Pharm. D. class presentation. University of Toronto. Toronto, ON (February 2017)

“A Pharmacokinetic Analysis on Verapamil.” Pharm. D. class presentation. University of Toronto. Toronto, ON (October 2016)

MEMBERSHIPS

Canadian Pharmaceutical Association	2018 — present
Canadian Society of Hospital Pharmacists	2018 — present
Quality of Care Committee, Mount Sinai Hospital, Ontario	2018 — present

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PROFESSIONAL PRACTICE EXPERIENCE

Pharmacotherapy Specialist, Toronto General Hospital 2020 — present

- Oversee peritoneal dialysis patients with an interdisciplinary team in an ambulatory clinic

Clinical Pharmacist, Toronto General Hospital 2019 — 2020

- Coordinated care for peritoneal dialysis patients with an interdisciplinary team in an ambulatory clinic and nephrology patients in the inpatient unit

Clinical Pharmacist, Toronto Western Hospital 2018 — 2019

- Headed pharmaceutical care to patients in general internal medicine
- Led in education for pharmacy students, medical residents, and other health care professionals
- Preceptor for pharmacy intern

Pharmacy Student, Shoppers Drug Mart 2017 — 2018

- Oversaw patient counselling and routine follow-up phone calls under the supervision of registered pharmacist
- Organized and conducted an Asthma Clinic Day, an annual event that brings 10,000 pharmacy students from across Canada to learn about the impacts of asthma

Pharmacy Technician, Shoppers Drug Mart 2016 — 2017

- Proactively guided distribution support to pharmacy dispensary to ensure accurate patient medication which being in the top 10% during performance review

TEACHING EXPERIENCE

Assistant Professor, 2020 — present

Doctor of Pharmacy Program, Leslie Dan Faculty of Pharmacy, University of Toronto

- Course coordinator of PHM 612 Advanced Pharmacotherapy – General Medicine I
- Supervise nephrology rotation
- Instruct diabetes case study seminar; and act as a residency mentor

Instructor, 2019 — 2020

Doctor of Pharmacy Program, Leslie Dan Faculty of Pharmacy, University of Toronto

- Taught pharmacy students and residents at the undergraduate and graduate level
- Supervised nephrology rotation
- Facilitated monthly clinical sharing sessions with other pharmacists

ACADEMIC ADMINISTRATIVE EXPERIENCE

- Journal Reviewer**, American Journal of Kidney Diseases 2018 — present
- Review submitted scholarly work to ensure the quality of the research, its relevance to the field, and its appropriateness for the journal
- Member of Admissions Committee**, Curriculum Committee, University of Toronto 2015 — present
- Part of a committee that reviews the current undergraduate pharmacy curriculum and recommends appropriate changes and revisions

EDUCATION

- Doctor of Pharmacy**, Leslie Dan Faculty of Pharmacy, University of Toronto 2018 — 2020
- General Hospital Pharmacy Residency**, Hamilton Health Sciences 2016 — 2017
- Bachelor of Science in Pharmacy**, Leslie Dan Faculty of Pharmacy University of Toronto 2012 — 2016

AWARDS

- Instructor of the Year**, 2019, 2020
Doctor of Pharmacy program, University of Toronto
- Apotex/P.A.C.E PharmD Seminar Award**, 2018
Faculty of Pharmacy, University of Toronto
- Phollies Award**, 2015
Faculty of Pharmacy, University of Toronto
- Dean's List Scholar**, 2013
Faculty of Arts and Science, University of Toronto
- Admission Scholarship**, 2012
Faculty of Arts and Science, University of Toronto

PUBLICATIONS

- Long P**, Cashin RP, Machado M, Hemels M, Corey-Lisle PK, Einarson, TR. *Treatments for Metastatic Melanoma: Synthesis of Evidence from Randomized Trials*. Cancer Treatment Reviews 2020;33:665-680
- Cashin RP, **Long P**, Machado M, Hemels M, Corey-Lisle PK, Einarson, TR. *Advanced Cutaneous Malignant Melanoma: A systematic review of economic and quality of life studies*. Value in Health 2019;11:256-271.
- Jay RM, **Long P**. *How anticoagulants work*. Techniques in Regional Anesthesia and Pain Management 2019;10:30-39

POSTERS

Long P, Bargman JM. *Methotrexate Toxicity in PD Patients*. 31st Annual Dialysis Conference, Phoenix, Arizona. February 2019

Long P, Bargman JM. *Comparison of Polyethylene Glycol Solution versus Magnesium Citrate/Bisacodyl as Bowel Preparation for Colonoscopy in Peritoneal Dialysis Patients*. American Society of Nephrology, Philadelphia, Pennsylvania. November 2018

Machado M, Cashin RP, **Long P**, Hemels M, Corey-Lisle PK, Einarson TR. *Advanced Cutaneous Malignant Melanoma: Systematic review of Pharmacoeconomic and Quality of Life Studies*. ISPOR 9th Annual European Congress, Copenhagen, Denmark. October 2017

PRESENTATIONS

ESAs in ESRD patients. 13th Annual Contemporary Therapeutics Issues in Cardiology, Nephrology, and Diabetes, Toronto, Canada. May 2016

Management of Hyperparathyroidism & Hyperphosphatemia in Chronic Kidney Disease Patients. Canadian Society of Hospital Pharmacy Ontario Branch Annual General Meeting, Toronto, Canada. November 2016

Glitazone Update: Making Sense of the Controversy. 11th Annual Contemporary Therapeutic Issues in Cardiology, Nephrology, and Diabetes, Toronto, Canada. April 2015

Estimating GFR. 10th Annual Contemporary Therapeutic Issues in Cardiology, Nephrology, and Diabetes, Toronto, Canada. April 2014

Doctor of Pharmacy Program Presentations, University of Toronto, 2019 — 2020

- *American Heart Association Conference Update*. Department of Pharmacy, St. Michael's Hospital
- *Endocarditis*. Department of Pharmacy, Mount Sinai Hospital
- *Urine Drug Testing*. Department of Family Medicine, St. Michael's Hospital
- *Antibiotic cycling in the ICU: solution to the growing resistance?* Faculty of Pharmacy, University of Toronto; Clinical Pharmacology Grand Round, Sunnybrook & Women's College Health Sciences Centre
- *OTC Simvastatin: Opportunity to cure all or prescription for trouble?* Faculty of Pharmacy, University of Toronto
- *Is high-dose, short-course levofloxacin the new paradigm for treating community acquired pneumonia?* Faculty of Pharmacy, University of Toronto

Quang Luu

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EDUCATION

- 2019 — Present **Ph.D. Student, Educational Practices**
University of Learning
Collaborative Specialization: *Educational Learning*
- 2017 — 2018 **Master's of Education, Educational Practices**
University of Learning
Major Research Paper: *Digital learning strategies and engagement for students in their final year of study*
- 2012 — 2016 **Bachelor of Education, Intermediate/Senior – Physics and Math**
University of Learning
(Certified with the Ontario College of Teachers)
Additional Qualification: Special Education Part 2
- 2011 — 2016 **Honours Bachelor of Science**
University of Learning

HONOURS AND AWARDS

- \$10,000 Ontario Graduate Scholarship, September 2020
- \$9,102.5 Foundation Fellowship, University of Learning, January 2020
- \$9,102.5 Foundation Fellowship, University of Learning, September 2019
- Student Leadership Award, May 2019
- Caring in Community Book Award, June 2017. *Awarded to an Ontario student who demonstrates a commitment to fostering digital literacy using play-based learning.*

PROFESSIONAL EXPERIENCE

- Sep 2017 — Present **Curriculum Developer** Supporting Career Development of Postsecondary Students
- Editing and revising Ontario Trillium Foundation grant application of upwards to \$30,000 in order to secure funding for future programming
 - Spearheading the re-assessment and restructuring of the organization's undergraduate curriculum in order to decrease student attrition rates
- Jan 2018 — Present **Career Learning Services Facilitator**, University of Learning
- Facilitating career, employment and further education related workshops, panels and group sessions and other events in response to University and student organization needs
 - Encouraging peer to peer learning, support and engagement on all aspects of the career development process including self-assessment, researching possible careers, gaining career related experience, creating career action plans and preparing for job or graduate school applications

Sep 2019 — Mar 2020 **Community Development Assistant**, University of Learning

- Supported quantitative and qualitative assessment initiatives related to participant experiences by tracking key indicators such as attendance, status, progress, retention which was culminated into a final report for the Experiential Learning Coordinator
- Conducted community partner site visits alongside CDA staff member to strengthen external partnerships and assess areas of strengths and improvements

Jan — Sep 2019

Placement Program Coordinator, University of Learning

- Administered placement program surveys to graduate students in the Master of Education program; results were compiled into a report for the Vice Dean of Academic Affairs to inform external department review
- Monitored and responded to incoming inquiries in a joint-email account from students and placement partners regarding placement prerequisites to ensure timely responses to student inquiries
- Connected with external partners to ensure Student-Mentor Agreements signed by new and returning placement partners, so that students were covered by the University's insurance policy

RESEARCH EXPERIENCE

Mar 2020 — Present **Research Coordinator**, Canadian Association of Training and Community-Building

- Evaluating and assessing projects/products and provide written reports of results to the Executive Director to inform future projects to be funded
- Working with the CATCB community of practices develop and execute professional development programs (workshops, webinars), ensuring that organizational member needs are met

Sep 2020 — Present **Graduate Assistant**, University of Learning

- Collaborating and coordinating with the Master's of Education admissions committee to ensure equitable practices in admissions process by revamping the grading rubrics
- Conducting cognitive interview with former and current admissions readers to understand interpretations of rubrics on applicant materials; changing the layout and content of rubrics to reflect the institution's mission, visions and values

Sep 2019 — Mar 2020 **Graduate Assistant**, University of Learning

- Database entry of literature searches on the various topics, including teacher-student wellbeing, educational finances, union and board roles and responsibilities to capture the themes emerging from the literature
- Collected and summarized the changes in class size of teachers' collective bargaining agreements from 1998 to present to create graphical trends of changes in class size for group report

PRESENTATIONS

- 2020 Luu, Q. (2020). "Digital learning strategies and engagement for students in their final year of study." Paper accepted at the Canadian Association of Training and Community-Building Conference.
- 2019 Luu, Q. (2019). "Digital learning strategies: The here, now and future." Paper presented at the Comparative and International Education Society Conference.
- 2019 Luu, Q. (2019). "Digital space, reshaped and transformed." 3-Minute Thesis Competition.
- 2018 Luu, Q. (2018). "Digital leadership in athletic spaces on-campus." Presented at the Canadian Conference for Student Leadership at the University of Learning.
- 2014 Luu, Q. (2014). "Learning strategies for first-year life science students: practices and challenges." Paper presented at the Undergraduate Research Forum at the University of Learning.

PROFESSIONAL ASSOCIATIONS

- 2020 Member and Peer Reviewer, Canadian Association of Training and Community-Building
- 2019 Member, Digital Spaces and International Education Society

PROFESSIONAL SERVICE

- 2020 Admissions Reviewer for Autobiographical Sketches, Doctor of Medicine at the University of Learning
- 2019 Luu, Q. "Needs Assessment for International, and First Year Students Focus Group, University of Learning, January – April 2019.
- 2018 Luu, Q. and Dee, S. "Reconnecting with Your Motivation." Presenter, University of Learning School of Graduate Studies, October 30, 2018.
- 2018 Luu, Q. "Transitioning to Graduate School." Invite speaker, University of Learning Graduate Life Services, September 24, 2018.
- 2018 Luu, Q. and Asi, J. "Fostering Effective Mentorship in Grad School." Presenter, University of Learning School of Graduate Studies, April 16, 2018.

PROFESSIONAL DEVELOPMENT

- 2020 Equity, Diversity and Inclusion Staff Training Module
- 2020 Access in Practice Conference: Higher Education Quality Council of Ontario
- 2020 AODA Online Training Module
- 2019 Conflict Transformation & Anti-Oppression Seminar
- 2018 Promoting Digital Teacher Cultural Competencies for Students with Disabilities Seminar
- 2018 Modelling Social Justice for the Community Conference

LANGUAGE

Intermediate fluency in conversational Cantonese

JAIME SIMONELL

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EDUCATION

- Master of Applied Science**, University of Toronto, Human Factors Engineering 2020
Dissertation: Cognitive Models and Environmental Interface Designs
Supervisor: Dr. Carine Mendelsson
- Bachelor of Science**, University of Waterloo, Computer Science 2016

TEACHING INTERESTS

Cognitive Work Analysis, Dynamic Systems Theory, Learning and Mental Models, Human-Computer Interaction, Energy Policies

TEACHING EXPERIENCE

Course Instructor, Interactive Computational Design, University of Toronto, Summer 2020

- Designed curriculum, chose text and prepared course materials for a class of 120 students on the role of computational design, resulted in winning the Course Instructor of the Year in 2020 from the University of Toronto Course Instructor Association
- Developed, and delegated assignment, and exam grading to teacher assistants, providing comprehensive guiding rubrics to ensure marking consistency
- Held office hours and provided weekly online support for classes to ensure student understanding and learning of course materials were met in accordance with department guidelines

Course Instructor, Designing Interfaces, York University, Winter 2020

- Designed curriculum, chose text and prepared course materials for a class of 30 students in a practicum based course to ensure practice-based learning prior to field placement
- Created assignment outlines and rubrics to ensure student learning outcomes aligned to course, and departmental expectations
- Held office hours and provided weekly online support for classes which 86.7% of students noted as being extremely helpful to their learning in a mid-course evaluation

Teaching Assistant, Digital Analysis, University of Toronto, Fall 2019

- Graded assignments and exams to provide tailored feedback based on course expectations and outcomes
- Held tutorials for up to 30 students including creating supporting materials for lectures which was met with positive feedback from students, with 90% of students reporting strongly agreed in the role of the tutorial supporting their learning
- Managed online discussion forum for student queries which had an active daily rate of 30 student posts per day

Introduction to Information Technology, University of Toronto, Winter 2019

- Provided laboratory supervision and instruction for a class of 90 to ensure Environmental Health and Safety guidelines were met
- Developed a test scheme to grade performance of final circuit project, which led to a requested presentation

PROFESSIONAL DEVELOPMENT – INSTRUCTOR TRAINING

- University of Toronto, MIE 3002: Engineering Teaching and Learning Course, 2019
- University of Toronto, Teaching Assistants' Training Program, 2019
- University of Waterloo, Certificate in University Teaching, 2018

RESEARCH EXPERIENCE**Research Assistant**

Department of Industrial Engineering, University of Toronto, 2018–2020

- Conducted research in the area of Cognitive Models and Noise Interface Design under the supervision of Dr. C.M.Simon, which led to 2 conference presentations and 1 peer-reviewed publication
- Assessed designs for ecological compatibility with operators to improve output efficacy

Research Assistant

Department of Computer Science, University of Waterloo, 2016–2018

- Conducted research in the area of Visual Perception and Interface Design under the supervision of Dr. V.J. Malcom, which led to 3 conference presentations
- Provided potential designs for review within limited time frames which informed the team's interdisciplinary approach to building prototypes

Research Assistant

Department of Mathematics, University of Waterloo, Summer 2016

- Conducted research on Mathematical models to assess risks under the supervision of Dr. F. M. Kunthalini which was the basis for the literature review for the Projections Model Project in collaboration with the Physics department
- Utilized mathematical models to find the intersection of minimal risks that led to assessing and finding gaps in the literature to inform future studies

PROFESSIONAL EXPERIENCE

Human Factors Engineer, Canada Energy Inc, 2020–present

- Review designs for equipment for nuclear power plants and provide input on human factors designs' sustainability which led to improved energy output of 23%
- Conduct research project for sensory input and operator's performance within a team of four

PUBLICATIONS**Refereed conference papers**

- Simonell, J. (2019). "Noise Impact on Ecological Design." *Proceedings of the Human Factors and Ergonomics Society 30th Annual Meeting*, pp. 211–290. Los Angeles, CA: USA.
- Simonell, J., Tippits, S., & Donald, A. (2019). "Human Factors Project." *Proceedings of the 20th Annual Conference of the American Nuclear Society*. Los Angeles, CA: USA.

Non-refereed papers and poster presentations

- The SDK Inventory: A tool for capturing Worker Competencies. 40th Annual Meeting of the Human Factors and Ergonomics Society. September 16–20, 2019. Los Angeles, CA: USA.
- Interface Design. Human Factors Seminar Series. January 1, 2019. Energy Canada, Brampton, Ontario: Canada.

Presentations

User friendly designs. SEEE-ABD 2018 – Professional Workshops, June 3, 2018. Toronto Hilton Hotel, Toronto, Canada (Assisted with professional workshop at SEEE-ABD 2018 with Dr. Frank A. MacAlistair)

ACADEMIC COMMUNITY INVOLVEMENT**Conferences organization and committee work**

- Vice-president, Volunteer committee and speaker's bureau of the Ergonomics Society, 2019–2020
- Chair, Cognition and Work Displays session: Engineering and Technical Group, Human Factors and Ergonomics Society 49th Annual Meeting, 2018
- Conference Organizer, 5th Annual Inter-University Session on Human Factors Engineering, University of Toronto, Toronto, Canada, 2018
- Student Chapter President for the Computer Science Union, Department of Computer Science, University of Waterloo, 2015–2016
- Chair, Waterloo Computer-Human Interaction student chapter–Association for Computing Machinery, University of Waterloo, 2014–2015

EDITORIAL AND REVIEWER EXPERIENCE

- Reviewer, Omega: The International Journal of Management Science, Fall 2018
- Reviewer, Conference papers for the Human Factors and Ergonomics Society 49th Annual Meeting, Cognitive Engineering and Decision-Making Technical Group, 2018

AWARDS

- NSERC Postgraduate Scholarship B (PGS-B and PGS-A) Research Award, 2019
- Glyim Williams Scholarship (for academic achievement). Department of Mechanical & Industrial Engineering, University of Toronto, 2018–2019
- Mary H. Beatty Fellowship: Entrance scholarship. School of Graduate Studies, University of Toronto, 2018
- Graduating Class Academic Award (top 10%), University of Waterloo, 2016

PROFESSIONAL MEMBERSHIPS

- Association of Canadian Ergonomics, 2018–present
- Human Factors and Ergonomics Society, 2018–present
- Institute of Electrical and Electronics Engineers, 2016–present
- Association for Computing Machinery, 2014–2016

LANGUAGES

- Fluently bilingual in English and French
- Certificate of bilingualism – French and English, University of Waterloo, June 2016

RESOURCES

Visit the Career Exploration & Education website at www.careers.utoronto.ca or clnx.utoronto.ca for a full list of programs, services and resources. Consult our advice page on [academic interviews and question](#) for quick tips and to access our Academic Interview and Academic Work Search Process guides.

- ▶ [Canadian Association of University Teachers](#) is the national voice of teachers, librarians, researchers, and other academic professionals. They produce a handbook (found under services) that is a step-by-step instruction on negotiating salaries.
- ▶ [Centre for Teaching Support & Innovation](#) provides leadership in teaching and learning at the University of Toronto and provides support for pedagogy and pedagogy-driven instructional technology for all teaching staff and teaching assistants (primarily through the [Teaching Assistant's Training Program](#)) across the university's campuses and divisions.
- ▶ [The Chronicle of Higher Education Vitae](#) has academic opportunities at U.S. universities as well as articles on topics related to academic employment, including advice on CV's and cover letters and salary information.
- ▶ [University Affairs Canada](#) lists academic opportunities at Canadian universities and provides information on higher education in Canada, and directories and links to Canadian universities.
- ▶ [Writing Academic CVs](#) is a comprehensive guide to writing CVs for academic positions.