

Paula Jabbar

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- Graduate student with experience writing, evaluating and editing written work.
 - Empathetic educator of English language and grammar to students of all ages.
 - Efficient working with minimal supervision in a team environment managing multiple priorities and tight deadlines.
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EDUCATION

Master of Arts (English) **September 2021 – Present**

University of Manitoba, Winnipeg, MB

Expected date of graduation: May 2023

Thesis: *Critique of Dicken's "A Christmas Carol" for Modern Era (working title)*

Bachelor of Arts (Major: Psychology, Minor: English) **May 2017**

University of Winnipeg, Winnipeg, MB

RELATED EXPERIENCE

Literary Research Assistant **January 2021 – Present**

English Department, University of Manitoba, Winnipeg, MB

- Assisted with interpretation of literature for research project to post-secondary students.
- Collaborated with Principal Investigator to develop educational conference presentation.
- Conducted seminars to graduate students with discussions to supplement lectures.
- Compiled research results to assist Principal Investigator with journal articles and papers.

Copy Editor **2017 – August 2021**

Winnipeg Free Press, Winnipeg, MB

- Edited grammar, spelling, and syntax of written pieces for web and written publications.
- Organized reference materials and visual aids for reader comprehension and retention.
- Conferred edits and suggestions via email and/or in person to promote understanding and growth within the staff of reporters/writers.

Manager/Copy Editor/Writer **September 2015 – June 2017**

The Uniter, University of Winnipeg, Winnipeg, MB

- Taught student writers to produce articles and columns in Canadian Press writing style.
- Edited written work for accuracy of grammar, syntax, and spelling, and communicated edits and suggestions through email and/or in person to the writer.
- Developed article material for students according to topics of interest on a weekly basis.

Assistant Coach (volunteer)**January 2014 – Present**

Manitoba Special Olympics, Winnipeg, Manitoba

- Supervised groups of 30+ students in extra-curricular activities on a weekly basis
- Prepared instructional material to improve students' performance for competitions.
- Coached high school students with disabilities in basketball to strengthen technical and teamwork skills
- Chaperoned 14 youth players to the Para Pan Am Games Toronto 2015

OTHER EXPERIENCE**Office Assistant****May – August 2017**

Prairie Trucking, Winnipeg, MB

- Contacted truckers on a daily basis to organize payments and meeting times.
- Generated a significant improvement in efficiency by developing and implementing the use of several time saving procedures using information technology.

Server**July 2014 – May 2017**

Perkins Family Restaurant, Winnipeg, MB

- Delivered exceptional service to hundreds of customers in a fast-paced environment.
- Trained 15 new servers within company standards to ensure a pleasant dining experience.

VOLUNTEER**Secretary (volunteer)****June 2021 - Present**

University of Manitoba Graduate Students' Association, Winnipeg, MB

- Recorded minutes for bi-monthly meetings accurately as an official record of Association's business and distributed written minutes to membership on a schedule.
- Maintained a physical and digital archive of correspondence and minutes to maintain a history of votes, discussions, and decisions.

AWARDS**University of Manitoba Graduate Fellowship (\$14,000/annum)****May 2021 & 2022****Millenium Entrance Scholarship (\$3,000)****May 2013****LANGUAGES**

English (native), French (fluent), Spanish (proficient)