



# CLARA PEÑA

A compassionate and dedicated Social Service Worker from Sheridan College, eager to get a position in Human Services - Community Support.

## LANGUAGE

- English
- Spanish

## SKILLS

- Ability to create rapport in helping relationships
- Proficient in Microsoft Office, Canvas, Adobe, and DocuSign
- Understanding of oppressed communities
- Capable of facilitating life skills programs
- Understanding of vulnerable population's needs
- Strong organization and time management skills
- Experienced at planning community events
- Service-oriented, actively looking for ways to help people

## CONTACT

416-827-7539

penacl@sheridancollege.ca

Oakville, On

## EXPERIENCE

### Community Development Coordinator - Acorn2Oak - Mississauga

Oct 2023 - April 2024 (Practicum)

- Conduct client intake process
- Facilitate community groups for seniors
- Apply an anti-oppressive approach when supporting clients one-on-one and in a group setting
- **Greatest accomplishment:** Creation of a Free Clothing Market.

### Volunteer Coordinator - Fundraiser Planer Sunningdale - Oakville

Sep 2018 - Present - (Volunteer position)

- Recruit volunteers for school events and plan their participation
- Organize fundraising community events
- Engage students to take leadership in community events
- **Greatest accomplishment:** Develop a volunteering culturing within the school community

### Broker of Record Core Capital Realty Inc. - Oakville

Jun 2013 - Dec 2022

- Reconcile and sign brokerage financial statements
- Oversee real estate transactions
- Produce client profile presentations
- **Greatest accomplishment:** Maintained brokerage records according to RECO requirements.

### Data Analyst Technicolor Canada - Brampton

Jun 2006 - Dec 2010

- Maintain inventory and transaction accuracy
- Prepare monthly inventory reports
- **Greatest accomplishment:** Maintained inventory accuracy at 99.9% over the 4 years in the position.



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## HOBBIES

- Yoga
- Gardening
- Learning new skills

## RECOMMENDATIONS

Denise Hendricks  
Operations Manager  
Acorn2Oak  
416-301-4894  
dhendricks@acorn2oak.ca

Joan Mannin  
Professor  
Sheridan College  
joan.manning@sheridancollege.ca

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- 🏠 Oakville, On

## EDUCATION

### **Sheridan College Social Service Worker**

Oakville, On  
Jan 2023 - Apr 2024  
GPA: 3.9

### **OREA- Real Estate College Real Estate Broker Licence**

Mississauga, On  
Jan 2019 - Dec 2019

### **Life Time Athletics Yoga Instructor (200 Hours)**

Mississauga, On  
Mar 2016- Jun 2016

### **OREA- Real Estate College Real Estate Sales Agent**

Mississauga, On  
Mar 2010 - Mar 2012

*\*\* Currently enrolled in the Honours Bachelor of Social and Community Development starting on Sep 2024 - Evenings*

## OTHER CERTIFICATIONS:

**Panel of Research Ethics - Government of Canada - TPCS 2  
Research Ethics Certificate (May 2023)**

**The Ontario Human Rights Commission  
Human Rights 101 - Tutorial Certificate (January - 2023)**

**Halton Children's Aid Society  
Foster Parent Training (October 2022 - November 2022)**