

# NAME

Location | Phone Number | Email | LinkedIn

## Highlight of Qualifications

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- Motivated leadership and teamwork skills emphasizing quality work, mutual respect, and collaboration
- Excellent in independent work, including self-regulation, efficacy, and accountability
- Informed on systemic barriers impacting access to mental health support for marginalized communities, with knowledge on the need for low-barrier services
- Proficient work in high stress and fast paced environments where quick thinking and changing approaches are necessary
- Tremendously organised, neat and clean in all aspects of work and personal life
- Skilled in producing creative and informed solutions for unique and difficult challenges that arise within the job
- Talented in technical use of Microsoft Office, Excel, and various online organizational tools

## Education

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**Bachelor of Arts (Honours) - Sociology Minor in Political Science** Sep 2023 - Present

Trent University - Peterborough, ON

- Dean's Honor Roll (2023-present)
- Student Accessibility Services Note Taker (2024-present)
- Relevant Courses: Gender-Based Violence, Families of Prisoners, Social Inequality

## Relevant Experience

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**Housing Volunteer** Nov 2024 - Present

Brock Mission - Peterborough ON

- Coordinated food donation through organization, quality control, and prioritizing what is needed with very limited space
- Proactive crisis intervention and conflict diffusion for shelter clients, creating a professional relationship of trust and understanding while maintaining safety of staff and clients
- Developed deep knowledge of issues and policies regarding Ontario homelessness, building an understanding and empathetic lens for application to service provision and advocacy

**Academic Skills Support** Jan 2025 - Present

Otonabee College, Trent University - Peterborough ON

- Effective communication with managers and co-workers to discuss issues, and create beneficial work plans for efficient collaboration and smooth service provision
- Honed mental health crisis de-escalation skills, specifically anxiety, panic, hopelessness, and aggression
- Maintained detailed case notes after each appointment outlining discussion topics, referrals, and next steps resulting in effective organization and space for company improvement
- Proficient use of Excel, Microsoft Office, Canva, and additional digital tools for accessible content and document conversion

**Public Educator**

Jun 2024 - Aug 2024

Kawartha Sexual Assault Centre - Peterborough, ON

- Developed and implemented over 7 workshops for community partners including youth shelters, social housing programs, music festivals, and employment training centres
- Wrote letters and created graphics to push for municipal enactment of bill 173 (the intimate partner violence act) in the Guelph-Wellington County
- Worked independently and on a team of 2-10 individuals to develop social media content, resulting in increased community awareness of services
- Created connections between local organizations to increase services for clients, including forming partnerships with youth shelters and promoting work of outside organizations

**Consent Education Support Staff**

Jan 2024 - Apr 2024

Trent University Sexual Violence Prevention and Response - Peterborough ON

- Reviewed and revised policy for Trent University and Ontario, with regards to provincial and federal legislature, specifically laws on consent and classification of sexual violence
- Formally trained on receiving disclosures of sexual and gender-based violence from University students ages 17-26, creating a peer support network for students to safely access judgement free support
- Provided advocacy, education, and support for over 12,000 Trent University students virtually and in person regarding sexual and gender based violence
- Managed social media, developed graphic designs, and created content for the Consent at Trent instagram and newsletters, resulting in high viewership and engagement with the content

**Retail Sales Associate**

Dec 2020 - Sep 2022

Home Depot - Peterborough, ON

- Vigorously managed the retail store while enthusiastically helping 10-40 customers per shift through product education, completing sales, and processing payments, resulting in a high rate of customer satisfaction
- Successfully closed customer sales bringing in a minimum of \$5,000 per shift while cooperating with an efficient team of only six members
- Collaborated with teammates, management and separate departments to plan event promotions, advertising, and operations resulting in heightened sales for the event

**Additional Experience**

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**General Labourer**

Jun 2023 - Sep 2023

Nestle Factories - Toronto, ON

**Cashier**

Sep 2022 - June 2023

Giant Tiger - Peterborough, ON