
SKILLS

- Grant Reading, Writing, Reporting and Researching
- Policy & Procedure Creation & Review
- Leadership and Mentorship
- Advanced and Clear Communication skills (verbal, written, nonverbal, attentive listening)
- Team Coordination, Oversight and Coaching
- Cultural and Community Engagement
- Stakeholder Relations
- DEIA Review and Implementation
- Financial and Budgetary Oversight
- Research and Education

EDUCATION

Master of Arts - Interdisciplinary Studies - Equity and Community Studies	In Process
Athabasca University	Online
Bachelor of Arts	
University of Lethbridge	Lethbridge, Alberta
Diploma - Visual Arts and Design	
Grande Prairie Regional College	Grande Prairie, Alberta

WORKSHOPS & TRAININGS

Advanced Trust Management Standards 2024 <i>International Foundation of Employee Benefit Plans</i>	Open Data Analysis 2022 <i>Tamarack Institute</i>	Theatre for Social Change 2021 <i>Theatre for Good</i>
Safe Disclosure Training 2023 <i>PACE</i>	Indigenous Canada 2021 <i>University of Alberta</i>	Youth Lead Workshop 2021 <i>Search Institute</i>
Trauma Informed Care 2023 <i>Centre for Suicide Prevention</i>	Arts as Evaluation 2021 <i>AND Implementation</i>	Developmental Relationships: Bring Intention to Practice 2020 <i>Search Institute</i>

EXPERIENCE

Executive Director	12/2021 - Current
The Students' Association of Northwestern Polytechnic	Grande Prairie, Alberta
<ul style="list-style-type: none">• Governance and Policy Creation<ul style="list-style-type: none">○ Led the organization in a full bylaw and policy review and rewrite;○ Engaged with various committees to ensure compliance with organizational governing documents;○ Advocated alongside students to enact change in post secondary institutional policies to better the lives of students;○ Provided guidance on legal and ethical governance standards ensuring all actions and decisions adhered to best practices and regulations;○ Led the onboarding and training of new board members and leadership to ensure a strong understanding of governance responsibilities and organizational goals;	

- Municipal, Provincial and Federal Legislation review and advocacy as it pertained to Post Secondary Education, Community Development and Partnerships.
- **Strategic Planning and Communications**
 - Led and designed a organizational rebrand including new logos, marketing materials, website and style guide;
 - Oversight of brand implementation and adherence;
 - Led the collaborative process of creating communications strategic plans for all events, education and the organization as a whole;
 - Led and presented the 5 and 10 year strategic planning groups for the organization as well as subsequent businesses.
- **Financial Oversight**
 - Created, maintained and oversaw a company budget of ~\$1.5M;
 - Recommendations to the Board for funding for community and student initiatives;
 - Researched, applied for and fulfilled all grant applications and funding requirements;
 - Created new sponsorship portfolios and engagement opportunities annually;
 - Expanded all fundraising and sponsorship portfolios existing within the organization with external stakeholders;
 - Oversaw all financial documents, expenses, reimbursements, chart of accounts, maintenance of emergency loan funding and the annual audit.
- **Guidance, Mentorship and Leadership**
 - Oversaw a complex structure of staff to cover multiple services of the organization;
 - Educated incoming and outgoing elected leaders on responsibilities, adequate governance practices and legislative procedures;
 - Ensured staff, board of directors, and elected leaders created and achieved goals and targets throughout the fiscal year;
 - Oversaw human resource practices within the organization to create a holistic working environment that prioritized employee health and wellbeing;
 - Implemented cultural and structural modifications to work according to an intersectional and EDI/DEI frameworks.
- **Community Engagement and External Relations**
 - Expanded the community profile of the organization through extended community partnerships and collaborations via events and various donor opportunities and relations;
 - Increased immediate community partners on collaborative programming, events or student engagement opportunities by 200% over a 2 year timeframe;
 - Added an additional ~125 community partners who provided advertising, sponsorships and/or funding for the Student Foodbank;
 - Engaged with external and internal stakeholders to create an annual fundraising gala to support students attending post secondary studies;
 - Engaged my team to create and implement a volunteer ladder and matrix
 - Met with stakeholders at municipal, provincial and national levels to advocate for student needs;
 - Led a team in expanding the student foodbank into a food insecurity program to help reduce food insecurity in post secondary students.

Youth Engagement Coordinator
Communities Building Youth Futures

10/2020 - 03/2022
Grande Prairie, Alberta

- **Community Engagement and Program Development**
 - Implemented and led community workshops, panel presentations, focus groups, summits and conferences;
 - Recruited and engaged over 100 external stakeholders, including those from government positions,

- education, nonprofits and small business owners;
 - Recruited, engaged and managed over 350 youth volunteers, interns and stakeholders;
 - Communicated with a diverse group of individuals and catered presentations for each varying demographic at local, provincial and federal levels;
 - Established, planned and facilitated programs that promote conversation about the community, build capacity and encourage engagement with peers and community members involved with the initiative.
- **Stakeholder Relations and Governance**
 - Educated stakeholders, community groups and youth on the importance of equity, diversity and inclusion, as well as how to put these principles into practice;
 - Co-developed Terms of Reference, governance structure, and strategic plan collaboratively with 25+ partners
 - Assisted in grant writing, research and reports back to funders and community partners.
- **Communications and Brand Identification**
 - Established and managed the initiative's branding. Including a comprehensive style guide, swag designs and ongoing social media designs and content;
 - Managed online communications including, but not limited to, email, zoom meetings, and a comprehensive and engaging discord server;
 - Established clear communication strategic plans for all events and initiatives.

Lead Instructor/Program Development
Grande Prairie Live Theatre

05/2011 - 08/2022
Grande Prairie, Alberta

- **Leadership and Staff Guidance**
 - Oversaw two staff teams of senior instructing staff and junior instructing staff;
 - Worked with staff teams to establish learning goals and plans to work towards achievement;
 - Supervised and ensured that instructors were adhering to the programs goals, values and mission statements;
 - Set and communicated ground rules for the classroom based on respect and personal responsibility;
- **Program Development and Communications**
 - Established curriculum for the program, ages varying between 7 - 18;
 - Grew and maintained the sponsorship and community involvement in the program;
 - Managed all marketing plans for the program including but not limited to: Logo creation, social media presence, design, print media, commercials, photography, presentations, and all community engagement opportunities;
 - Maintained thorough and accurate records outlining program operations.
- **Grant Funding and Reporting**
 - Assisted in all grant funding and reporting;
 - Provided and managed student grants.

VOLUNTEER

Founder

01/2020 - Current

Cavalcade Theatre Company

Founded and ran Cavalcade Theatre Company, a small independent theatre company who focuses on accessible, new and innovative theatre through an intersectional lens in northern Alberta.

Grande Prairie Live Theatre

05/2011 - Current

Cast / Director / Committee Member / Front of House / Set Building

Media Team Lead

08/2020 - Current

Bear Creek Folk Festival

- Managed the BCFF media presence during the festival which includes:
 - Managing live-stream interviews with the artists;
 - Communicating with the artists and their management teams to schedule media releases, interviews and press meetings;
 - Engaging with the artists on social media while the festival is running;
 - Overseeing a team of volunteers to manage the weekend festival;
 - Working with a photography team to ensure prompt delivery of product and promotional material online;
 - Engaging with visiting festival teams from other cities or provinces to run them through our operations and how we manage our media.

A W A R D S

Young Woman of Influence

03/2023

City of Grande Prairie

The Women of Influence Awards recognize local women who have made a strong impact by promoting equality, providing opportunities for women, challenging inequalities or stereotypes, and breaking barriers in their field.

Queen Elizabeth II Platinum Jubilee Medal

01/2023

Government of Canada / Government of Alberta / Community Foundations of Northwestern Alberta

The Queen Elizabeth II Platinum Jubilee medal was awarded to 7,000 Albertans who had made significant contributions to society.