

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 International Foundation of Employee Benefit Plans

Safe Disclosure Training | 2023 PACE

Trauma Informed Care | 2023 Centre for Suicide Prevention

Open Data Analysis | 2022 Tamarack Institute

Indigenous Canada | 2021 University of Alberta

Arts as Evaluation | 2021 AND Implementation

Theatre for Social Change 2021 Theatre for Good

Youth Lead Workshop 2021 Search Institute

Developmental Relationships: Bring Intention to Practice 2020 Search Institute

EXPERIENCE

Executive Director

12/2021 - Current

The Students' Association of Northwestern Polytechnic

Grande Prairie, Alberta

- Governance and Policy Creation
 - 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

05/2011 - 08/2022

Grande Prairie Live Theatre

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.

V O L U N T E E R

Founder Cavalcade Theatre Company <i>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.</i>	01/2020 - Current
Grande Prairie Live Theatre Cast / Director / Committee Member / Front of House / Set Building	05/2011 - Current
Media Team Lead Bear Creek Folk Festival <ul style="list-style-type: none">Managed the BCFF media presence during the festival which includes:<ul style="list-style-type: none">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.	08/2020 - Current

A W A R D S

Young Woman of Influence City of Grande Prairie <i>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.</i>	03/2023
Queen Elizabeth II Platinum Jubilee Medal Government of Canada / Government of Alberta / Community Foundations of Northwestern Alberta <i>The Queen Elizabeth II Platinum Jubilee medal was awarded to 7,000 Albertans who had made significant contributions to society.</i>	01/2023