

MASTER OF PUBLIC POLICY

E-Profile Booklet

Class of 2018



School of Public Policy & Governance
UNIVERSITY OF TORONTO

Candidate List

This booklet contains the e-profiles of the following Class of 2018
Master of Public Policy students at the University of Toronto.

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Interested in hiring a Master of Public Policy graduate?
To learn more about our students, please contact: essyn.emurla@utoronto.ca



Nalisha Asgarali

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

York University, Faculty of Environmental Studies, Toronto, ON

PhD Candidate, 2018 (On leave in Good Standing)

- Comprehensive Areas in Environmental Philosophy and Social Movement Theory
- Recipient of York University PhD Graduate Award, 2012

York University, Faculty of Environmental Studies, Toronto, ON

Master of Environmental Studies, 2012

- Specialization in Food Security, Sustainable Agriculture and Food Policy
- Recipient of York University MA Admission Award (2010), York University Graduate Scholarship (2010), York University Academic Award (2011)
- Master's thesis: *"The Intersection of Ecology and Economics in Trinidad's Cocoa Industry"*

University of Toronto, Toronto, ON

Honours Bachelor of Arts, with Distinction, 2005

- Double Major in International Relations and Political Science with a Minor in History
- Recipient of Admission Award, 2001

EMPLOYMENT EXPERIENCE

York University, Toronto, ON

Teaching Assistant, 2011-2015

- Designed, led and graded tutorial sections of undergraduate courses for up to 50 students per academic semester
- Served as an academic contact for students to provide mentorship, guidance and advice on course material
- Worked efficiently in a team with faculty to develop best pedagogical strategies and outcomes

York University, Faculty of Environmental Studies, Toronto, ON

Researcher, 2011-2012

- Formulated and implemented a research agenda to capture data for a key agricultural product (cocoa) in Trinidad
- Utilized advanced research techniques including interviews with stakeholders, environmental scans, case studies, trends analysis and literature review to produce a well-informed policy paper with 6 broad policy recommendations
- Presented research outcomes and policy recommendations to local community organizations and to the Faculty

York University, Faculty of Environmental Studies, Toronto, ON

Project Coordinator, 2010-2011

- Served as lead coordinator for a seminar series that engaged with activists, academics, community workers and student groups
- Successfully managed a modest budget to implement print media, provide honorariums, refreshments, etc.

Encon Insurance, Claims Assistant, 2006-2009

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Professional Certificates in Data Analysis, Policy Implementation, Program Evaluation from School of Public Policy and Governance, University of Toronto (2016)
- Conference Presentations include: "Linking Housing Insecurity and Food Insecurity in Canada: Call for Joined up Policy Approaches" Metcalf Foundation (May 1, 2011); "Racialization, Invisibility and Alienation of Migrant Workers in Rural Ontario" Faculty of Environmental Studies (Sep. 28, 2010)
- Peer Mentor with Accessibility, Community, Equity (ACE), 2010-2013



Laura Asta

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Western Ontario, London, ON

Honours Bachelor of Arts with Distinction, 2016

- Honours Specialization in Political Science, Minor in Philosophy
- Dean's Honour List, 2013-2016

EMPLOYMENT EXPERIENCE

Ministry of Citizenship, Immigration and International Trade, Deputy Minister's Office, Toronto, ON

Intern, Summer 2015 & 2016

- Prepared Minister Chan and Deputy Minister Angus for trade missions by assessing briefing notes, reviewing communications material, and participating in PAC committee meetings, to provide greater export opportunities to small businesses
- Examined public inquiries regarding the province's policies and advised eligible newcomers of suitable settlement programs to streamline immigration process
- Researched and compiled a comprehensive recommendation of MCIIT key stakeholders, which the Minister relied upon for successful Ontario's Going Global Trade Strategy negotiations
- Created information notes on issues surrounding the Provincial Nominee Program to effectively advise the interim Deputy Minister of changes to the Program during the Cabinet shuffle and portfolio transition

Leadership and Democracy Lab at University of Western Ontario, London, ON

Political Risk Researcher and Analyst (volunteer), 2015–2016

- Conducted case study research on leadership and policy issues with a particular focus on political risk assessment
- Published short-term risk assessment reports to accurately inform political science students of implications of the Syrian Civil War
- Drafted state profile for publication to provide businesses and organizations with a detailed and accessible overview of the investment environment in Saudi Arabia to be used as a starting point when considering growth

Aecon Infrastructure Group, Caledon, ON

Administrative Assistant, Summer 2013–2015

- Initiated the development and executed the implementation of a new project tracking system that organized 1200 contracts by job type, project manager and purpose, efforts resulted in the establishment of this method in multiple offices
- Coordinated with Senior Project Engineers to prepare, edit and submit program proposals to send to municipalities' policy analysts

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Elected as editor of The Social Contract, University of Western Ontario's political science journal, and primarily responsible for selecting undergraduate essays on issues surrounding Canadian politics for publication
- Selected as member of Women in House group to shadow a Member of Parliament during Question Period and daily meetings regarding the sponsorship of a private member's bill
- Interests include yoga, backpacking and scuba diving (PADI certified)

Publications:

- Asta, L. & Pushpanathan, N. (2015). Syria and 2015. *Western University's Leadership and Democracy Lab*
- Asta, L. & Pushpanathan, N. (2015). What the Syrian Civil War Means for Women. *Western University's Leadership and Democracy Lab*
- Perrault-Carré, Louie Claude, Laura Asta and Adheeb Rifdi (2016). Saudi Arabia: Investment Guide. *Western University's Leadership and Democracy Lab*



Kevin Baksh

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

School of Public Policy & Administration, York University, Toronto, ON
Specialized Honours Bachelor of Public Administration, 2015

- Specialization in Management
- Elected President of the Public Policy and Administration Student Association (2014-2015)
- Graduated Member of Dean's Honour List, 2015

EMPLOYMENT EXPERIENCE

Ontario Ministry of the Environment and Climate Change, Toronto, ON
Administrative Assistant, November 2015-August 2016

- Responsible for scheduling appointments and meetings for Branch staff, used Outlook to minimize scheduling conflicts and optimize staff resources
- Supported the drafting and editing of various forms of documents including slide decks, agendas, and correspondence using Microsoft Office
- Provided project management support and project analysis for implementation of the Ministry's Integrated Risk Management Framework via drafting various project documents including Gantt charts and product flow diagrams
- Drafted Grant Fund Agreements for the Great Lakes Guardian Community Fund by following prescribed guidelines

Ontario Ministry of Community and Social Services, Toronto, ON

Programs and Policy Assistant (Summer Student), Summer of 2014 & 2015

- Utilized Microsoft Visio to draft client pathway system map for developmental disability services Transformation, entailed inter-ministry stakeholder consultation and process mapping development
- Prepared planning documents, with timelines, for implementation planning on projects including the Violence Against Women rollout
- Drafted communication documents, such as response letters, directed at external stakeholders including Developmental Services Ontario
- Supported the drafting and editing of project documents, including work and project plans for projects in different stages of maturation
- Liaised with stakeholders to acquire information to better support the drafting of guidelines for individual level allocation for Developmental Services Transformation
- Supported the drafting of a business case for purposes of procuring a consultant for Developmental Services Ontario

Ontario Ministry of Health and Long Term Care, Toronto, ON

Administrative Assistant (Summer Student), Summer 2014

- Retrieved and catalogued several years' worth of financial records in a systemized fashion
- Scanned several types of sensitive documents including Records of Investigation for purposes of electronic storage
- Assessed and prepared documents for archiving

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Undergraduate Student Award Winner, School of Public Policy and Administration, York University: For exceptional leadership and service to the Public Policy and Administration Student Association, 2015



Rohan Balram

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship 2016

University of Toronto, Toronto, ON

Bachelor of Arts, Honours, 2016

- Major in Public Policy, Major in City Studies, Minor in Public Law

EMPLOYMENT EXPERIENCE

Canadian Tire, Toronto, ON

Sports and Seasonal Sales Associate, September 2011- October 2013, October 2015- Present

- Provided superb customer service to ensure that customers obtained their desired purchases
- Performed managerial duties in the absence of a department manager- these include resolving customer conflicts, accepting product shipments and overseeing third party assembly operations, among other tasks
- Arranged department aisles and displays to be both visually appealing and logically organized
- Aided in training new employees through skill development courses and practical demonstrations
- Adapted to business needs by working in additional departments such as Hardware, Houseware, Cash, Garden Centre, and Warehouse

Swerhun Facilitation, Toronto, ON

Facilitation Workshop Trainee, September 2015- December 2015

- Trained in regard to the operation of facilitations, by understanding the importance and function of stakeholders, consultation methods and issue mapping
- Developed a conceptual mobile app for the consultation purposes of TTC services
- Deconstructed the various parts of a successful consultation, from advertising to presentation aesthetics to meaningful engagement
- Conducted an independent public consultation using the skills and knowledge developed throughout the workshop

Target Canada, Pickering, ON

Softlines Sales Team Member, September 2013- April 2015

- Created an inviting environment for guests to shop and browse by organizing merchandise displays and being available for assistance
- Supervised Softlines department regularly in the absence of any official department managers by performing closing procedures and overseeing the work of peers
- Operated main Customer Service phone line regularly to manage store communications
- Adapted to business needs by working in additional departments such as Cash, Electronics, Customer Service and Warehouse when necessary

Liberal Party of Canada, Volunteer, 2015, canvassed local homes to provide information on the Liberal party's platform and campaign

Conservative Party of Ontario, Volunteer, 2014, participated in the campaign as a scrutineer to ensure fair voting practices in a specific riding

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Beginner oral and written French
- Passionate about Healthcare, Social Justice and Labour Issues
- Member of UTSC Fusion Radio and UTSC Drama Society
- Film and Music enthusiast, also enjoys swimming, hockey, soccer, photography and writing
- Toronto Star Brand New Planet contributing writer



Bonnie Bowick

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Wilfrid Laurier University, Brantford, ON

Honours Bachelor of Arts, 2016

- Honours Specialization in Human Rights and Human Diversity
- Graduated with High Distinction
- Dean's Honour List, 2012 – 2015
- GoFundMe Campaign Leader to Support Nigerian Community, 2016

EMPLOYMENT EXPERIENCE

Directed Studies, Brantford, ON

Research Assistant, Summer 2015

- Researched compassion and the ethical treatment of prisoners facing the death penalty
- Focused on restorative justice and human rights contrasted with retributive justice
- Contributed to professor's book to be published in the near future

Directed Studies, Brantford, ON

Research Assistant, 2014 – 2015

- Participated in community-based participatory research to study the integration of Latin American immigrants
- Prepared interviews with local community members affected
- Analyzed research data to produce reports

Micah House, Hamilton, ON

Facility Maintenance (Volunteer), Summer 2013-2014

- Assisted refugees with language learning and adapting through interactions and games
- Assisted with community outreach, agency tours, and special events
- Established and maintained positive working relationships with clients, staff, community agencies and volunteers

Citizenship and Immigration, Student placement, 2008–2009

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Note taker for Wilfrid Laurier's Accessible Learning, 2014 – 2016
- Sports enthusiast, involved mainly in soccer and hockey leagues
- Interviewed by Brant newspaper to represent the Nigerian community



Natalie Brunet

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Mount Allison University, Sackville, NB

Honours Bachelor of Arts with distinction, 2014

- Specialization in International Relations, Minors in Gender Studies and Hispanic Studies
- Self-arranged semester abroad at Universidad de Belgrano (Buenos Aires, Argentina) - all classes taken in Spanish
- Dean's Honour List, 2010-2014
- Assistant Director (2014) and Touring member (2011-2014), Tintamarre Bilingual Theatre Troupe

EMPLOYMENT EXPERIENCE

CIVIX (Student Vote), Toronto, ON

Program Manager, 2015-2016

- Hired as Campaign Communications Assistant for the Federal Student Vote 2015, in which 922 000 students participated in a mock election for the October 2015 Federal Election
- Promoted to Program Manager after Federal Election contract to lead Rep Day, a program in which Members of Parliament meet with students to discuss their role and current political issues
- Organized Rep Days between 46% of Members of Parliament and schools in four months, for a total of 206 visits
- Created, implemented and oversaw registration and tracking systems for teachers and MPs
- Drafted, edited, reviewed and translated into French promotional and educational materials

Parliamentary Internship Programme, Ottawa, ON

Parliamentary Intern, 2014–2015

- Selected to be among ten early career professionals to participate in a non-partisan work-study experience on Parliament Hill
- Provided professional and legislative support to both Government and Opposition Members of Parliament, including conducting research and creating briefings for standing committees and composing written texts and speeches
- Managed Twitter profile of Programme, more than doubling followers despite no-following policy
- Wrote incoming study tour planning briefing booklet and social media guidelines for future interns' use
- Conducted major research project and wrote paper on the emergence of partisan think tanks in Canada

Centre for International Studies, Sackville, NB

Co-Coordinator, 2013–2014

- Organized lectures, panel discussions, community meetings and working groups in which academic and professional experts presented on a variety of topics aiming to have students relate their academic work to current events
- Developed a multi-year action plan for the organization, including creating training documents for staff
- Oversaw website transfer to more user-friendly interface and updated with new documents, blog posts and online sign -up sheets for workshops with limited space
- Documented draft and design reports requested or required by the Board of Directors, including updated constitution

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Native proficiency in French and English; Working proficiency in Spanish; Beginner Portuguese
- 2015 Alfred Hales Prize Winner – Awarded to the best paper written by a Parliamentary Intern for: "The Emergence of Partisan Think Tanks: A Case Study of the Manning Centre and the Broadbent Institute"
- Recipient of 2014 Mount Allison Departmental Award – International Relations and Women's and Gender Studies Prizes

Publications:

- International Aid Agencies' Violation of Human Rights in Surgical Contraception in Peru (2011-2012)- Atlantic Studies Organization Journal
- The Internationalization of Higher Education: Implications for Canada and the Developing World (2013-2014)- Atlantic Studies Organization Journal



Sarah Caicco

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance scholarship, 2016

McMaster University, Toronto, ON

Honours Bachelors of Arts, 2016

- Specialization in Justice, Political Philosophy, and Law
- 2015 Exchange Program, Copenhagen University, Copenhagen, DK
- Dean's Honour List, 2014-2016

EMPLOYMENT EXPERIENCE

Loopstra Nixon LLP, Toronto, ON

Municipal Administrative Assistant, Summer 2014

- Managed case files for the municipal department, ensuring a standard of organized up-to-date material, which helped to maintain productivity of the firm's filing system
- Corresponded with clients on behalf of lawyers in order to coordinate efficiently, ensuring clear communication between parties
- Prepared hearing briefs with necessary documents, creating an efficiency for lawyers' use at hearings

Loopstra Nixon LLP, Toronto, ON

Administrative & Clerical Assistant, Student, Summer 2013

- Established electronic access of documents for employee use that had not previously existed
- Handled sundry and docket input monthly, allowing the accounting department to continue to process money flow
- Oversaw reception duties when needed – facing situations that require quick, considerate decision-making

Mooredale Day Camp, Toronto, ON

Section Program Director, Summer 2015

- Created age-appropriate programs for campers that fostered an enjoyable, engaged experience throughout the day and overnight trips
- Directly supervised counsellors in the Senior Camp section to ensure daily job requirements were met
- Utilized a budget to purchase materials for programming and overnight camping excursions to maximize funds
- Prepared and delivered Staff Performance Reviews to counsellors in order to continue employee records

San Remo Bakery, Barista, 2014 – Current

Indie Ale House, Server, April 2016 – Current

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Delegate & Member, Model United Nations, McMaster University, 2015-2016; Competed province-wide in a university-sanctioned debate club regarding contentious issues in global affairs
- Event Coordinator, Pre-Law Society, McMaster University, 2014-2015; Responsible for organizing events for members to engage with guest speakers, legal professionals, and local organizations
- Member, Ontario Council for International Cooperation, 2016; Attend conferences to discuss and learn about Ontario's involvement in international development
- Assistant Coach, Royal York Baseball League, Toronto, ON, 2014-2016
- Attendee, *Trends in Funding International Cooperation Seminar*, Ontario Council for International Cooperation, 2016
- Passionate about global affairs and international cooperation; Maintain an active blog concerning current issues in Canada's global affairs, responding to feedback and sparking discussion



Julia Chan

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

Humber College Institute of Technology, Toronto, ON
Bachelor of Commerce, 2016

- Specialization in International Business
- Recipient of the President's Medal, Academic Award of Excellence at the Baccalaureate Level, and Dean's Award
- Dean's Honour List, 2012-2016

EMPLOYMENT EXPERIENCE

Preyra Solutions Group, Toronto, ON
Analyst, 2015-present

- Coordinating clinical and capacity planning projects for hospitals, health service providers, Local Health Integration Networks, Community Care Access Centres, and the Ministry of Health and Long-Term Care
- Writing, preparing and copyediting client reports and presentation materials
- Conducting quantitative and qualitative research and statistical analyses
- Preparing project proposals in response to request for proposals (RFPs)

Humber College Institute of Technology, Toronto, ON
Research Assistant, 2014-2015

- Assistant to Principal Investigator Dr. John Pucic, Professor, and Co-Investigator Dr. Susan Kelsall, Associate Dean, on the project: *'Critical Thinking in the Classroom: Development of a Measurement Tool'*
- Developed a survey tool and administered it to 500 students
- Coded data and conducted statistical analyses in SPSS
- Maintained data integrity and detailed data entry
- Conducted literature review; identified key themes and gaps

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Recipient of the Maggie Trott Business Research Award
- Recipient of The President's Letter
- Recipient of the Academic Excellence Pin
- Received highest grade on undergraduate Capstone/Thesis project
- Open House Student Ambassador, Humber College, The Business School, 2014-2016
- Guest Speaker, Economics for Success Workshop, Junior Achievement of Central Ontario, 2015
- Guest Speaker, The Business School's Annual Awards and Scholarship Ceremony, Humber College, 2015
- Media Coordinator for the Alliance Against Modern Slavery (AAMS), AAMS 4TH Annual Conference Symposium, 2014
- Student Focus Group participant for the Postsecondary Education Quality Assessment Board's review of the International Business degree program at Humber College, 2014
- Orientation Student Ambassador, Humber College, The Business School, 2013
- Hobbies include painting, drawing, dancing, singing, and playing the tambourine



Mavis Chan

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Waterloo, Waterloo, ON
Bachelor of Environmental Studies, 2016

- Honours Environment and Business, Co-operative Program; Dean's Honour List 2016
- Founded non-partisan social enterprise tackling youth voter apathy, demonstrated strong leadership and organization skills by engaging over 300 users on central communication platform

EMPLOYMENT EXPERIENCE

whyVOTE, Waterloo, ON
Founder and CEO, Spring 2015

- Provided strategic oversight, developed business partnerships, and designed the whyVOTE web application to engage young Canadians in democracy
- Managed a full-time team of 3 employees to develop web application and 15 volunteers to gather policy research
- Raised \$6,400 in start-up funding from the University of Waterloo Conrad School of Business, Enterprise, and Technology; Laidlaw Foundation's Strengthening Youth Engagement Grant; and City of Waterloo's Neighbourhood Matching Fund
- Collaborated with various get-out-the-vote organizations across Canada, built a community of over 300 users on platform in Kitchener-Waterloo Region

University of Waterloo and the Government of Nova Scotia, Halifax, NS

Research Assistant for Professor Peter Johnson and Chief Statistician Malcolm Shookner, Winter 2015

- Under SSHRC's Geothink Research Grant, disseminated survey to 270 users and conducted 16 key informant interviews to engage Nova Scotians in government open data policy
- Performed qualitative data coding to analyze results and made recommendations to strengthen Community Counts program for everyday Nova Scotians
- Synthesized literature review based on municipal, academic, and provincial open government initiatives; submitted as academic paper to eJournal of eDemocracy and Open Government

Climate Action Project (of Waterloo Public Interest Research Group), Waterloo, ON

Co-President, 2013–2014

- Hosted panel with three industry experts from the Canadian Renewable Fuels Association, Ontario Power Authority, and University of Waterloo Faculty of Environment to provide interdisciplinary perspective on Canada's energy resource future
- Recruited, selected, and liaised with industry experts, established and maintained professional relationships on behalf of the University of Waterloo

Suncor Energy Inc., Convenience Retail Marketing Analyst, Fall 2013

The Regional Municipality of York, Monitoring and Enforcement Student, Winter 2013

Waterloo Aboriginal Education Centre, Program Support Worker, Winter 2012

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Three-time nominee for Samara Canada's Everyday Political Citizen contest, 2015
- University of Waterloo Enterprise Co-op e-Launch Pitch Competition Winner, Spring 2015
- University of Waterloo guest speaker on social entrepreneurship, invited to speak to a group of 80 university students, 2015
- Appointed as Secretary to Faculty of Environment's Student Society, 2011
- University of Toronto Book Award for strong extracurricular involvement, 2011
- Royal Conservatory of Music ARCT Diploma in Piano Performance, 2009
- Superior written communication skills demonstrated through the publishing of various articles in Alternatives Journal, Toronto Star, and various online blogs



Nicola Dalla Guarda

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Osgoode Hall Law School, Toronto, ON

Juris Doctor, 2014

- Exchange Student at the Vrije Universiteit, Amsterdam, Fall 2013
- Participant in Osgoode Hall's Intensive Program in Criminal Law, Winter 2013
- Recipient of the Honourable Humphrey & Locke Bursary, 2013
- Goodmans LLP Award, 2013

University of Toronto, Toronto, ON

Honours Bachelor of Arts, 2010

- Majors in Political Science and European Studies
- Graduated with High Distinction
- Received various scholarships and awards, including Dean's List Scholar (2006-2010)

EMPLOYMENT EXPERIENCE

Ministry of the Attorney General (Algoma Crown Attorney's Office), Sault Ste. Marie, ON

Assistant Crown Attorney, March-June 2016

- Conducted prosecutions in the Ontario Court of Justice, and ran weekly plea, bail, and youth courts
- Liaised with various stakeholders (e.g. Duty Counsel or mental health workers) on a daily basis
- Researched legal issues and drafted facts for submission in court and memoranda informing internal decisions and policies

Member of Parliament for Davenport (Julie Dzerowicz), Toronto, ON

Constituency Worker (Interim), Winter 2015

- Met with constituents, fielded concerns, managed files, and resolved issues with government services in a timely manner
- Liaised with community leaders to plan events and outreach
- Researched policy issues and crafted responses to various questions from residents

Ministry of the Attorney General (Crown Law Office - Criminal), Toronto, ON

Articling Student, August 2014-June 2015

- Drafting facts and affidavits for submission and oral argument at various levels of court
- Researching and writing policy memoranda on critical issues informing decision making by various stakeholders (e.g. assisted in drafting a "White Paper" on inter-agency information sharing)

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Law Society of Upper Canada, Member "In Good Standing", 2015-present
- Fluent in Italian and intermediate understanding of Spanish
- Co-editor and Contributing Author, *Transnational Crime: Law, Theory and Practice at the Crossroads* (Taylor & Francis, forthcoming)
- Presenter, McGill Law School Graduate Students Conference, Montreal, 2016
- Participant and Moderator, the Comparative Research in Law & Political Economy Network's 10-year Anniversary Conference, Toronto, 2014
- Author, "Digital Encryption and the Freedom from Self-incrimination" in the *Criminal Law Quarterly* (Carswell, 2014)



Anastasia Demakos

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Toronto, Toronto, ON

Honours Bachelor of Arts with High Distinction, 2016

- Majors in Political Science and Ethics, Society and Law
- Dean's Honour List - 2013, 2014, 2015, and 2016

EMPLOYMENT EXPERIENCE

Special Investigations Unit (Ministry of Attorney General), Mississauga, ON

Office Assistant (Policy), May - August 2016

- Conducted a thorough policy review which included updating, rewriting and adding to organizational policies
- Worked with managers to ensure all public documents were compliant with the *Accessibility for Ontarians with Disabilities Act*
- Gathered data on complex cases and completed statistical analysis using Microsoft Excel
- Used the statistical analysis to generate a report explaining the budget increase over the last decade
- Maintained case records and investigated discrepancies using Investigative Supporting System
- Attended case meetings, transcribed meeting minutes

407 Epress Toll Route (ETR), Woodbridge, ON

Account Analyst, May - Sept 2014, May - Sept 2015

- Analyzed bill issues on a daily basis using Microsoft Excel, PeopleSoft and Maestro
- Helped build better customer relations with 407 ETR's largest commercial accounts
- Attended client meetings regarding account management and payment issues, transcribed the interactions and emailed a complete meeting overview to the client
- Maintained a complete record of customer's bill and payment history using Microsoft Excel

Panera Bread, Mississauga, ON

Certified Trainer, 2012–2013

- Helped train all associates in different areas of the café based on management goals and the café's needs
- Worked to provide effective customer service and handle customer complaints

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Advanced proficiency in Microsoft Excel, Peoplesoft, Maestro and Information Supporting Systems to record, research and analyze data
- Advanced proficiency using Microsoft Word, PowerPoint, SharePoint, Visio and Photoshop to present analysis and findings
- Association of Political Science Mentor - Helped first and second year students transition into university, organized workshops and panels to help students build study skills, learn about political issues and form meaningful relationships with their peers and professors
- Regent's In-Course Scholarship Award Winner - 2014 and 2015
- Sports enthusiast – play soccer and volleyball throughout the year
- WIN ID: 452476



Sarah D'Onofrio

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

McGill University, Montreal, QC

Bachelor of Arts, 2016

- Major Concentration in Canadian Studies, Minor Concentrations in Political Science and French Language & Literature
- Elected President, Canadian Studies Association of Undergraduate Students

EMPLOYMENT EXPERIENCE

Treasury Board of Canada Secretariat (TBS), Ottawa, ON

Policy Analyst, Summer 2016

- Worked in the Strategic Initiatives group within Priorities and Planning on the Policy Suite Reset initiative, a comprehensive review of the Treasury Board Policy Suite, which sets out the rules and procedures that apply to all federal public servants
- Conducted thorough analysis of various policies and their supporting instruments within the Policy Suite, namely the Foundation Framework and the Policy on Assets and Acquired Services
- Leveraged GC 2.0 tools (the Government of Canada's internal social media platforms) to effectively communicate policy changes, stimulate engagement from public servants nationwide and respond to queries thoroughly and efficiently
- Compiled research on the 'web of rules' in Treasury Board (TB) management policy, including analysis of OECD and OAG reports, public policy think tank publications and academic journals
- Used the aforementioned research to assemble a high-level meta-analysis of the cost of the 'web of rules' for the various departments of the Government of Canada and made recommendations for efficient and effective TB rule-making, to be presented to the Secretary of the Treasury Board

McGill University, Montreal, QC

Research Assistant, 2016

- Undergraduate Research Assistant to visiting scholar Prof. Kit Dobson, through the Eakin Student Research Internship program at the McGill Institute for the Study of Canada (MISC)
- Conducted research on trends of consumerism in Canada, through analysis of academic journals, books and primary sources
- Assembled concise and effective literature reviews and annotated bibliographies for Prof. Dobson, to be used to inform an upcoming book on consumerism and shopping malls in Canada

Colleges of Applied Arts and Technology (CAAT) Pension Plan, Toronto, ON

Pension Assistant, Summer 2015

- Worked with the Policy Department in the analysis and approval of Power of Attorney documents for Plan members
- Assisted the Employer Services Department in all aspects of the 2015 Retired Member Audit, including the processing of documents, quality control analysis and data entry through Microsoft Excel
- Interacted with members of the Plan on a daily basis, providing Audit-related information and responding to member queries through email and phone correspondences in both English and French

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- President, McGill Huntington's Awareness Students' Association; founding member responsible for the oversight of all club activities, including fundraising for the Huntington's Society of Quebec, raising awareness and coordinating volunteer opportunities for McGill students with Huntington's patients, 2014-2016
- President, Canadian Studies Association of Undergraduate Students; responsible for the oversight of all club activities, including the planning of educational symposiums and social events, and assistance with the annual MISC Conference, 2014-2016
- Editor, *Canadian Content* (McGill Undergraduate Journal); responsible for selecting and editing undergraduate essays to be published in the annual journal, and inputting the finalized entries into the journal template using Adobe InDesign, 2014-2016
- Fully bilingual (oral and written) in English and French, basic knowledge of Italian



Brett Donnelly

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of British Columbia, Vancouver, BC

Bachelor of Arts, 2013

- Specialization in Political Science
- President's Entrance Scholarship, 2009
- Go Global International Learning Programs Award, 2010
- United Nations Prize, 2013

EMPLOYMENT EXPERIENCE

University of British Columbia School of Nursing, Vancouver, BC

Financial Clerk, 2015-2016

- Processed reimbursements, payments, and transfers from general purpose operating and research grants
- Researched, analyzed, and effectively communicated university and tri-council policy to faculty and research staff
- Deepened knowledge of health and educational policy through workshops and informal discussions with faculty and staff

University of British Columbia Department of Medical Genetics, Vancouver, BC

Office Assistant, 2012–2015

- Provided web design and content writing during part-time position from 2012-2013
- Promoted to a full-time permanent position and absorbed further duties upon graduation in 2013 due to exceptional performance and work ethic
- Maintained records, ordered supplies, scheduled classes, booked rooms, and performed reception duties
- Processed reimbursements and responded to financial inquiries
- Collected data and performed statistical analysis of teaching evaluations and publications indices

University of British Columbia Financial Operations, Vancouver, BC

Document Scanner, 2011

- Digitized and organized financial documents from throughout the university
- Gained exposure to post-secondary administrative structure and policy

Canadian Cancer Society, Vancouver, BC

Research Assistant (volunteer), 2010

- Researched corporate structures of existing and potential donors
- Compiled qualitative and quantitative data into a concise report

Elections BC, Voting Officer, May 2013 (advanced polling and general election)

Elections Canada, Polling Clerk, May 2, 2011

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Working proficiency in French; intermediate Spanish; elementary German
- Studied abroad in Spain (2010) and Germany (2012) for language acquisition
- Completed 6 of 12 Chartered Professional Accountant prerequisite modules from 2014-2016 in economics, business law, management information systems, financial accounting, and managerial accounting
- Research paper "*Beyond the Status Quo: Child Soldiers and Peace in Colombia*" published in *UBC Journal of International Affairs*, 2013
- Knowledge of HTML, CSS, JavaScript and web design principles; skilled in Excel and familiar with SPSS
- Marathon runner



Benjamin Doyle

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Carleton University, Ottawa, ON

Honours Bachelor of Humanities, 2016

- Combined Honours in Humanities and History
- Dean's Honour List, 2013-2016; Faculty Scholarship, 2012-2016
- Graduated with High Distinction

EMPLOYMENT EXPERIENCE

Executive Council Office – Cabinet Office, Toronto, ON

Research Assistant, 2016

- Reviewed historical Orders in Council by collecting data, categorizing orders, analyzing patterns, and supporting policy development of a new restriction and delay policy for Orders in Council across the Government of Ontario
- Supported the OICs Online working group responsible for publishing Orders in Council online by the Fall of 2016 with cross-jurisdictional research, process mapping, data review, and general support
- Conducted research projects on the roles of Legislative Officers, historical cabinet committees, procedural response to royal succession, and the history of Ontario Ministries
- Assisted with logistical organization, material preparation and review, and administrative support for Cabinet and Legislation and Regulations Committee meetings

Carleton Review of International Affairs, Ottawa, ON

Co-Editor and Project Lead (Volunteer), 2015–2016

- Reviewed journal submissions by evaluating submissions for quality and suitability to the publication
- Organized communication initiatives to publish a Call for Papers at universities across Canada, advertise peer review opportunities, and liaise with students submitting their work
- Designed and implemented a successful business plan and organizational model
- Published Volume 3 of the Carleton Review of International Affairs, June 2016

Shared Services Canada, Ottawa, ON

Project Officer, 2014

- Conducted a research project exploring the feasibility of the adoption of cloud computing by the Government of Canada
- Consolidated data to support the creation of a service catalogue for current and prospective clients
- Developed and edited graphics, visuals, and slide decks for presentations using a variety of service platforms

Carleton's United Nations Society, Director of Programming (Volunteer), 2015–2016

Elemental Data Collection, Telephone Interviewer, 2015

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Undergraduate student representative on Carleton's Senate Committee on Curriculum, Admission and Studies Policy
- Presented a digital history project on syllabi in contemporary universities at the 2016 Underhill Undergraduate Colloquium
- Presented a paper on the origins of the Canadian Senate at the 2016 Humanities Colloquium at Carleton University
- Member of Carleton's United Nations Society 2013-2016 and competed at internal and external conferences
- Intermediate oral and written French
- Active Frisbee player and captain of recreational soccer and Ultimate, completed 4 half marathons to date



Rebecca Dyck

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Waterloo, Waterloo, ON

Bachelor of Environmental Studies, 2013

- Minor in Peace and Conflict Studies, Diploma in Environmental Assessment
- Elected First Year Representative, Conrad Grebel University College Student Council
- Dean's Honours List, 2009-2013

EMPLOYMENT EXPERIENCE

Costco Wholesale, Kitchener, ON

Front End Assistant, 2015-2016

- Provided high level of customer service in fast-paced environment, consistently displaying exemplary work ethic
- Responded to customer complaints and communicated with managers to resolve issues
- Promoted marketing programs to customers and contributed to success of programs

Pittsburgh Urban Leadership Service Experience (PULSE), Pittsburgh, PA, USA

Marketing and Outreach Associate (full-time volunteer as part of fellowship program), 2014–2015

- Demonstrated outstanding organizational abilities, attention to detail, and project coordination skills by leading teams to plan fundraiser for 400 attendees, raising \$30 000
- Developed and implemented organizational communication plan using web, email, and print marketing tools
- Led development of alumni program and championed all aspects of alumni program

Design Center, Pittsburgh, PA, USA

Community Programs Fellow (full-time volunteer as part of fellowship program), 2013–2014

- Led the smooth operation of home renovation program, managing over 90 volunteers
- Presented at community meetings and workshops to promote renovation program and engage diverse populations
- Planned and facilitated volunteer orientations, recruited and mentored volunteers
- Processed design consultation reports, performing quality assurance on each file and following up on problems

Ontario Ministry of Economic Development and Innovation, Toronto, ON

Research Program Analyst, 2012

- Drafted agreements, prepared briefing notes, and tracked amendments through approval process for Early Researcher Awards
- Collaborated with colleagues to support the Ontario Research Fund – Research Infrastructure selection process
- Led tracking of issues for funding program to ensure compliance with program requirements

Elections Canada, Registration Officer, 2015

Transport Canada, Environmental Assistant, 2011

Public Works and Government Services Canada, Environmental Assistant, 2011

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Completed PULSE, a post-graduate leadership and fellowship program in Pittsburgh, PA, 2013-2015
- Recipient of the Alice Eisen Leadership Award, Conrad Grebel University College, 2011-2012
- Recipient of an Accolade Award, Public Works and Government Services Canada, 2011
- Co-authored and self-published children's novel for nonprofit fundraiser
- Grade 8 Piano Certificate, Royal Conservatory of Music
- Enjoys travelling, drawing, running, and cycling



Bryan Ekeh

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto, Toronto, ON

Honors, Bachelor of Arts, 2016

- Majored in Criminology and Socio-legal Studies
- Double Minor in Sociology and Canadian Studies
- Recipient of the Canadian Jewish Studies in-class Scholarship for the 2014-2015 Academic School Year

EMPLOYMENT EXPERIENCE

University College Residence Life, Toronto, ON

Senior Residence Don, 2014- Present

- Analyzed the annual budget for the Fall, Winter, and Summer semesters and allocated it appropriately to fund 26 annual active and passive programs
- Monitored and managed the budget by creating multiple bank accounts and subsidizing initiatives solely for community building programs
- Created 26 annual active and passive programs advocating for mental health, financial services on campus, and methods of stress alleviation
- Served as a bridge between 750 students and The Dean of Students, Campus Crisis, Campus Police, and Health and Wellness throughout the year
- Coordinated events and created collaborative programs with 22 other Residence Dons and the Assistant to the Dean of Students
- Regularly publicly addressed groups of over 50 students
- Acted as a student mentor throughout each semester

University of Toronto Athletic Centre, Toronto, ON

Athletic Service Assistant, 2014- Present

- Responsible for understanding and disseminating accurate pricing information for students, alumni, community members, and seniors
- Developed relationships with members by demonstrating patience and attentiveness to their individual needs
- Responded to emergency situations with First Aid and CPR
- Took leadership roles in high-stress situations, such as the incidence of physical injuries or assisting members with mental health issues

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- University of Toronto Undergraduate Criminology Review, 2013-2015
- Published: '*Analyzing the Morals Pertaining to the Legal Consideration of the Sexual Assault of a Sex Worker as Theft*'
- Junior Article Editor- Responsible for editing citations and general grammar for above 30 essay submissions
- Senior Article Editor- Edited entire essays and provided extensive feedback for above 30 essay submissions
- Safe Talk Certificate Recipient- Deemed capable of assisting people contemplating suicide or self-harm, 2014-present
- Falconer House Treasurer- Subsidized students in accordance to their expenditures from the allocated budget, set up meetings with financial advisors at Royal Bank of Canada to make the account accessible to the current Residence Don, 2013
- Captain of the University College Men's Division 1 Soccer team, 2012-2016



Fariha Ekra

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto Scarborough, Toronto, ON

Honours Bachelor of Arts, 2016

- Double Major in Public Policy (Co-op) and Sociology
- Elected Vice President External, Political Science Student's Association; Acted as a liaison between the Political Science student body and external community groups to organize social and academic events to engage the Political Science community, also managed a team of External associates, and organized the first ever MPP Open House at UTSC

EMPLOYMENT EXPERIENCE

University of Toronto Scarborough, Toronto, ON

Public Policy Research Intern, Summer 2014

- Worked with Professor Christopher Cochrane to research and produce a paper entitled '*Canadian Attitudes Towards Ethnic Minorities: An Analysis into Why Muslims are Singled Out*'
- Analyzed qualitative research on the status of Muslims in the ethnoracial hierarchy and anti-immigrant sentiment in Canada
- Conducted quantitative research on attitudes towards ethnic minorities by using Stata to analyze results from the 2000 and 2005 World Values Survey
- Compiled the results from the World Values Survey into presentable tables and graphs
- Prepared a final presentation for the Political Science Student Scholars Conference

Ministry of Tourism, Culture, and Sport, Toronto, ON

Intern, Summer 2013

- Gained experience regarding the political process and exposure to the inner workings of the provincial government
- Researched and worked on special projects for the Policy Advisor for Culture
- Assisted the Legislative Assistant in updating the issues' binder and briefed the Minister prior to Question Period
- Attended events and meetings with the Minister

Davies Bagambiire and Associates, Toronto, ON

Intern, Summer 2010

- Attended court trials and took detailed notes that were later utilized
- Maintained billing records of clients and maintained communications with different clients and stakeholders

The Hudson's Bay Company, Sales Associate, 2012–2013

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- President and Founder, Young Canadians for Global Humanity (YCGH), launched the Rana Plaza fund distribution project where \$9000 was fundraised and distributed to the victims of the Rana Plaza Garment Factory collapse in Dhaka, Bangladesh, 2013
- Interviewed by CBC News and various media in 2013 regarding YCGH's Rana Plaza fund distribution project
- Recipient of the \$4000 University of Toronto Political Science Student Summer Scholarship, 2014
- Panelist, 3rd Annual Interdisciplinary Research and Discovery Symposium at U of T, 2014
- Vice Chair, Scarborough Youth Philanthropic Council, The Scarborough Hospital Foundation
- Publication in the UTSC Undergraduate Political Science Journal, Res Publica: '*Canadian Attitudes Towards Ethnic Minorities: An Analysis into Why Muslims are Singled Out*', 2015



Michael Fazzari

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

York University, Toronto, ON

Honours Bachelor of Arts, 2016

- Specialization in Law and Society
- Graduated Cum Laude, Member of Dean's Honour Roll
- Continuing Student Scholarship, 2014-2015

EMPLOYMENT EXPERIENCE

De Rose Barristers & Solicitors, Toronto, ON

Office Administrator, 2012-2016

- Drafted, edited and proofread documents and correspondences including affidavits, statutory declarations, case summaries and request letters in accordance with the Freedom of Information and Protection of Privacy Act
- Implemented a new organizational system for closed files that has increased the efficiency of closing files, with the system now being utilized throughout the entire firm
- Communicated with lawyers daily to assist in the drafting of motion records and trial preparation
- Assisted clients daily who have been injured via motor vehicle collisions and slip and falls by communicating with their insurance and the third party insurance agency on the client's behalf

National Ballet School of Canada, Toronto, ON

Junior Policy Analyst (Internship), 2015-2016

- Conducted a cost benefit analysis on current and former policies regarding the public funding of private education in Canada
- Formulated a policy report that identified and outlined the challenges faced by the organization, as a result of the lack of public funding for private schools in Ontario
- Formulated a policy recommendation that enabled dialogue between the organization and the Ontario Ministry of Education to discuss possible funding solutions for private schools
- Presented my recommendation in a policy briefing to the stakeholders of the organization with numerous other policy professionals present
- Asked to present my policy briefing, based on performance, at the School of Public Policy and Administration symposium

York University, School of Public Policy and Administration Toronto, ON

Research Assistant, Summer 2016

- Provided research support to Dr. Caroline Dufour, whose research focused on the public sentiment of public administration in Canada
- Gathered and collected data from historical and contemporary documents regarding public administration in Canada
- Analyzed the data and wrote reports that compared and contrasted the public sentiment of public administration from different time periods

Elections Canada, Deputy Returning Officer, 2014 & 2015

Mackenzie Health Hospital, Emergency Department Volunteer, 2015-2016

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Member of Golden Key Honour Society-Awarded to students whose GPA's are in the top 15% of all students in the faculty
- Volunteer, York University, Peer Mentor- Worked with first year students to aid in their transition to university, 2015-2016
- Extensive community involvement, Vaughan Soccer Association Coach, Sick Kids Hospital Christmas Drive Volunteer



Rachel Feeney

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy Candidate, 2018

- Recipient of Entrance Scholarship, 2016

University of Ontario Institute of Technology, Oshawa, ON

Honours Bachelors of Arts Degree with Highest Distinction, 2016

- Major in Criminology and Justice
- President's list, 2014-2016
- In-Course Scholarship, 2015

EMPLOYMENT EXPERIENCE

The Regional Municipality of Durham Headquarters, Whitby, ON

Security Guard, Summer 2016

- Maintained security of Regional Municipality of Durham Headquarters and enforced the regulations of the establishment
- Responded to emergency and/or high-risk situations
- Compiled detailed information of incidents that occurred on Regional property into reports and sent them to appropriate departments
- Monitored access control points for employees, contractors, and members of the public entering into the establishment
- Conducted regular patrols of interior and exterior parameters of Regional buildings
- Issued day passes to visitors with authorization from management to enter the establishment

The Student Association at Durham College and UOIT, Oshawa, ON

Event Security Guard, 2013–2016

- Maintained security of E.P. Taylor's Pub and Restaurant and enforced the regulations of the establishment
- Searched patrons upon entering the establishment for unauthorized property
- Checked government-issued identification cards of patrons to ensure legal drinking age
- Organized and updated information pertaining to incidents that occurred during events into reports
- Worked closely with Durham Regional Police to ensure the safety of employees and patrons was upheld
- Took control of incidents in violation of E.P. Taylor's Pub and Restaurant regulations and successfully engaged in conflict resolution

Village Union Public School, Oshawa, ON

Community Leader (Volunteer), 2013–2014

- Mentored at-risk youth and provided educational support to students with learning disabilities
- Assisted in overseeing the logistics and involvement of extracurricular programs during lunch and after-school hours
- Supervised and interacted with groups of 10 to 15 students during school day trips

Loblaw Companies Ltd., Customer Service Representative and Cashier, 2006 – 2014

Davis and Henderson (D+H), E-Switch Advisor and Customer Service Representative, Summer 2011

Municipal Property Assessment Corporation (MPAC), Customer Service Representative, Oct 2010 – Jan. 2011

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Two time recipient of "The Howard Maitland Sly" Award: Social Science and Humanities Award from the University of Ontario Institute of Technology
- Proficient in using the statistical software SPSS for quantitative analysis, as well as PC and Macintosh OS platforms, including Microsoft Office Suite
- Passionate about working with individuals from oppressed groups and/or communities; volunteer experience working with youth from lower socioeconomic backgrounds, as well as young girls through Girls Incorporated of Durham
- Health and fitness enthusiast



Marvin JS Ferrer

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Master of Public Policy Fellowship recipient, 2016

Queen's University, Kingston, ON

Doctor of Philosophy, 2015

Master of Science, 2010

- Queen Elizabeth II Graduate Scholarship in Science and Technology, 2013-2015, and RS McLaughlin Fellowship recipient, 2013-2014
- Elected Councilor & Departmental Representative, Society of Graduate and Professional Students, 2009-2012

Bachelor of Science, 2009

- Dean's Honour List, 2006, 2008, 2009, Toronto Dominion Bank Higher Education Award, and Natural Science and Engineering Research Council Undergraduate Student Research Award recipient

EMPLOYMENT EXPERIENCE

Queen's University Division of Student Affairs, Kingston, ON

Program Assistant, 2016

- Developed, maintained, and coordinated academic, social, and health-related community development programs
- Evaluated community development programs using statistical quantitative and qualitative methods, interpreted results, and provided recommendations to senior management
- Provided work direction, technical/functional guidance to student staff, and assisted in performance and quality evaluation
- Developed a departmental communications strategy which improved reach by ~1000% year over year
- Prepared applications for and successfully obtained grants for special projects and initiatives

Senior Residence Assistant, 2014-2015

Residence Assistant, 2012-2014

- Mentored communities of 27-60 students using conflict resolution, problem-solving, and resource referral skills
- Managed a team of 12 as senior residence assistant
- Responded to emergencies and crises, and recipient of Peer Helping Award, 2012

Queen's University Department of Biomedical and Molecular Sciences, Kingston, ON

Instructor, 2013-2015

- Instructed 400- and 300- level courses in mammalian embryonic development and functional histology

Teaching Assistant, 2009-2014

- Taught undergraduate, rehabilitation therapy, and medical students in human anatomy labs

Sexual Health Resource Centre, Kingston, ON

Director (elected volunteer), 2012

- Directed strategic planning, led a 9-member executive board and 60 volunteers

Office Manager (elected volunteer), 2011-2012

- Held responsibility for purchasing, inventory, and logistics as member of executive board

Volunteer, 2007-2011

- Assisted clients in distress in a resource referral centre and provided dozens of health-focused educational presentations

Federal Political Party, Volunteer Coordinator (volunteer), 2015

Kingston General Hospital Clinical Investigations Unit, Laboratory Assistant, 2014-15

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Authored 4 peer-reviewed academic publications as the first author
- Presented at 4 major international research conferences and at several regional research conferences
- Certified in Applied Suicide Intervention Skills Training, Motivational Interviewing, and Prepare Crisis Intervention



Emily Frauts

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Collaborative Program in Public Health Policy
- Recipient of Entrance Scholarship, 2016

University of Western Ontario, London, ON

Bachelor of Health Science, 2016

- Honors Specialization in Health Sciences
- Dean's Honour List, 2015

EMPLOYMENT EXPERIENCE

Hilton Meadowvale (formerly Delta Meadowvale), Mississauga, ON

Lifeguard, 2010-Present

- Lifeguard at a hotel pool with a 55 person capacity
- Providing excellent customer service while ensuring safety of patrons
- Aiding with development and delivery of Public Health Policies for aquatics
- Maintaining safe environment through balancing of pool chemical
- Developed and implemented "wristband" policy for organizing pool patrons for crowd control

Hilton Meadowvale, Mississauga, ON

Lifeguard Trainer, 2012-Present

- Acting in a leadership role to provide training to new lifeguards
- Adapted training material during ownership transition from Delta to Hilton brand

Delta Meadowvale, Mississauga, ON

Scheduling Manager, September 2012-December 2013

- Developed excellent time management and organizational skills through the monthly scheduling of lifeguards
- Gained valuable interpersonal experience through conflict resolution
- Acted as a liaison between hotel management and lifeguard team

Making Waves London (Volunteer)

Swim Instructor, 2012

- Taught swimming lessons to children with disabilities through tailored lesson plans based on individual needs

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- 5 years of experience in the hospitality industry
- Standard First Aid and CPR-C certified
- National Lifeguard Service certified
- Hockey player for thirteen years at a competitive level; served role as captain and assistant captain for numerous seasons
- Member of a Recreational Women's Hockey League



Athinai Fung

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Ryerson University, Toronto, ON

Honours Bachelor of Commerce, 2014

- Major in Accounting
- Dean's Honour List, 2010-2013
- Entrance Scholarship, 2010

EMPLOYMENT EXPERIENCE

EYD Chartered Accountant, Markham, ON

Intern, 2015

- Filed T1 and T2 accurately through Taxprep, and HST returns individually that resulted in succeed to help clients receive tax return or estimate tax installments
- Managed strict timelines through frequent communication with different clients via phone and email regarding their tax files or bookkeeping records that resulted in quick and efficient completion of projects
- Effectively worked with team members, continually received positive feedback from manager and clients
- Drafted an appeal for reassessment for client to CRA and maintained regular follow-up that resulted in successful reassessment of tax installments
- Sorted over one hundred expense receipts and sales invoices regularly and prepared journal and adjusting entries at year end in Excel and Caseware, which enabled clients to manage their bookkeeping records effectively
- Accomplished various accounting projects for small businesses by reviewing and preparing financial statements (income statement, balance sheet, and cash flow statement) through Caseview, and presenting them to clients in order to help them oversee effectiveness and efficiency of the business
- Conducted a series of recommendations toward client's bookkeeping system in order to enhance their efficiency and effectiveness
- Visited Stanford International College to observe and analyze daily operations, and interviewed employees for investigation of segregation of duties in order to present a preliminary analysis to senior accountants to decide on acceptance of engagement
- Participated in audit-related engagements of Stanford International College by conducting audit procedures (A/R aging analyze) for individual accounts and presenting the report to senior members, as a contribution to the final recommendation toward clients

Stericycle Communication Solution, Toronto, ON

Customer Experience Agent, 2015

- Processed over three hundred inbound and outbound customer service calls for World Vision daily in a professional, efficient, and courteous manner and with appropriate discretion
- Demonstrated excellent customer service skills with a strong desire to help customers, and received positive feedback from customers
- Responded to customers in English, Mandarin or Cantonese, which assisted customers to have a better understanding for their possible solutions
- Further honed effective verbal and written communication skills by interacting with different customers regularly and resolving problems in a smooth and efficient manner
- Resolved customer inquiries quickly and effectively to reduce waiting times for the next customers

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Fluent in speaking Cantonese and Mandarin, advanced in reading and writing Chinese
- Experience analyzing data with SPSS and Excel
- Board game and card game enthusiast



Terhas Ghebretecle

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Canadian Graduate Scholarship (CGS-SSHRC), 2016- 2017
- Recipient of Entrance Scholarship, 2016

Carleton University, Ottawa, ON

Bachelor of Public Affairs & Policy Management, with High Distinction, 2014

- Specialization in Development Studies, Minor in Economics
- Awarded the Senate Medal for Outstanding Academic Achievement (awarded to the top 3% of the graduating class)
- Dean's Honour List, 2010- 2014
- President of UNICEF on Campus, 2011- 2013

EMPLOYMENT EXPERIENCE

The Caring and Sharing Exchange, Ottawa, ON

Coordinator, September 2015- August 2016

- Organized the logistics and implementation of all major programs with over 16, 000 direct beneficiaries
- Managed over 100 local volunteers to support the organization's programs, activities and events
- Liaised with over 200 agency partners through the coordination service which saved the community over \$400,000 annually from overspending on duplicate applications for assistance

Academics Without Borders, Montreal, QC

Outreach Consultant, April 2015- August 2016

- Led a student outreach program to be housed on university and college campuses across Canada
- Developed a comprehensive proposal as part of a greater Canada-wide university network initiative
- Presented the vision and concept of the student program at an event which included members of the press and stakeholders

The Aga Khan University: Office of the Provost, Nairobi, Kenya

International Development Management Fellow, June 2014- March 2015

- Solely responsible for the development and implementation of a midterm evaluation of a 5 year global institutional partnership involving over 50 direct beneficiaries in Kenya, Uganda, Tanzania and Pakistan
- Led the digital component of an internal communication strategy spanning 3 continents and 13 sites
- Supported and organized the logistics of a major international conference at the Institute of Human Development with over 200 participants and delegates from 22 countries

Health Canada, Ottawa, ON

Junior Program Support/ Data Clerk, June 2013- May 2014

- Collaboratively pioneered the development of the Canada CT Scan Survey for Healthy Environments and Consumer Safety Branch, including data set design, troubleshooting survey errors and data entry using SPSS and Microsoft Excel

Carleton University: Office of the Dean of Public Affairs, Ottawa, ON

Research Assistant, September 2013- October 2013

- Assisted the Dean of Public Affairs with a presentation on Energy and NAFTA for an academic conference
- Compiled data on natural gas and oil in a global context from CANSIM, UIE and other data sources

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Advanced Oral and Written French; Intermediate Oral and Written Spanish; Advanced Oral Tigrinya
- International Youth Fellow – Aga Khan Foundation Canada, 2014- 2015
- Member of the Board of Directors – Fair Trade Ottawa Équitable, 2015- 2016
- Selected by Carleton University in 2012 to conduct a human rights research project in rural Urubamba, Peru



Sasha Gronsdahl

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Victoria, Victoria, BC

Bachelor of Arts (Honours) in Political Science, 2014

- Graduated with Distinction and Co-operative Education designation
- Minor in Professional Writing (Journalism and Publishing)
- Awarded Best Political Science Undergraduate Thesis in British Columbia, 2013

EMPLOYMENT EXPERIENCE

The Victoria Foundation, Victoria, BC

Special Funds Administrator/Community Initiatives Coordinator, Apr 2014-Jun 2016

- Liaised with post-secondary students, financial aid officers at post-secondary institutions, and a board of directors to administer province-wide scholarship programs distributing over \$2M annually
- Managed transition of largest scholarship program from paper to online applications, increasing application numbers by 50%
- Directed eight high-school youth philanthropy committees to grant \$20,000 to local charities through Vital Youth program
- Coordinated successful pilot of Neighbourhood Small Grants program in Victoria that funded 16 community-building projects

Active Youth Initiative for Social Enhancement, Blantyre, Malawi

Fundraising and Communications Officer (volunteer co-op), Jan-Mar 2014

- Researched funding opportunities and wrote grant applications, including proposed budgets and project plans
- Developed volunteer manual and conducted training for local staff to build capacity in fund development
- Created Wordpress website for organization and developed content for site (copy and photographs)
- Navigated intercultural interactions and cross-cultural communication challenges in the workplace and in daily life

World University Service of Canada (WUSC) – University of Victoria chapter, Victoria, BC

Outreach Coordinator, 2011-2012; Chair, 2012-2013 (volunteer)

- Coordinated resettlement of four refugee students from Kenya, Rwanda, Burma and Somalia, including support with finances, academics, and general integration into Canadian life
- Oversaw budget of over \$100,000 for four students' costs and other club activities
- Led team of diverse volunteers from many cultural backgrounds to support refugee students and raise awareness of refugee issues on campus
- Managed successful referendum campaign to increase student body's financial contribution to WUSC, allowing UVic chapter to sponsor an additional student

Mosqoy, Communications Manager (volunteer), Jun-Dec 2013

University of Victoria, Orientation Office, Special Projects and Communications Leader (co-op), May-Aug 2013

University of Victoria, Co-op and Career Department, Communications and Event Assistant (co-op), May-Nov 2011

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Involved in refugee sponsorship and awareness efforts in Victoria, including raising over \$50,000 for sponsorship of Syrian family; conducting workshops on fundraising for refugee sponsorship with over 200 people; and sitting on World Refugee Day planning committee, 2014-2016 (chair in 2016)
- Member of advisory committee for Victoria's Emerging Leaders Network, a professional group to support young leaders in the non-profit/community development sector, Sep 2015-Jun 2016
- Selected as Political Science Co-op Student of the Year (2014) and University of Victoria Rhodes Scholarship nominee (2013)
- Completed a study-abroad term in the Netherlands at Universiteit Utrecht through UVic's international exchange program
- Avid reader, cycling and outdoor enthusiast, and amateur musician



Shannon Hazlett

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

Health & Human Performance, Dalhousie University, Halifax, NS

Health Promotion (BSc), 2016

- Specialization in Research & Policy
- Interdisciplinary Health Event Organizer (IPHE)
- Student Health Advisory Committee (Simon Fraser University)
- Dean's List, 2015-2016

EMPLOYMENT EXPERIENCE

Simon Fraser University, Burnaby, BC

Health Promotion Special Project Assistant, April 2016–Present

- Assist with coordination of the Healthy Campus Community Initiative through planning and implementation of practices
- Reviewed and compiled a comparison of the NCHA data survey results (2010 to 2016) with a focus on well-being
- Policy Analyst; Revised key school policies using Health Promotion guidelines to better the overall well-being of students
- Conducted focus groups relating to institutional culture and well-being (Bringing Theory to Practice)

Simon Fraser University, Burnaby, BC

Health Promotion Intern, January 2016– April 2016

- Researched and developed an online Health and Well-being course for students to increase awareness of best health practices
- Coded and analyzed survey results from a mentorship program to provide insight on how to improve the social connectedness of the program, obtained new skills using NVivo
- Collaborated with Health Peer Educators to provide outreach Cooking Workshops for International students to increase community connectedness and skill building
- Student Health Advisory Committee; facilitated Vision to Action Event where students were invited to engage in conversation around the University's 6 areas of action

Applied Research Collaboration for Health (ARCH), Dalhousie University, Halifax, NS

Research Assistant, April 2015–August 2015

- Completed data entry and data analyses on school nutrition environments for provincial policy recommendations
- Assessed and evaluated food recommendations in schools based on current policy and legislation, in order to make new food recommendations for policy.
- Collaborated with local organization (Nourish) to create an evaluation tool that measures the impact of each interaction between stakeholders and nonprofit

Lululemon, Educator, April 2015–Present

IWK Women and Children's Hospital, Volunteer (Compass Program & Pediatrics), 2014–2016

Dal After Dark, Volunteer, 2015–2016

Summer Orientation Leader, Volunteer, 2015

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- 2016: Project Development and Marketing & Communications Lead, Healthy Minds | Healthy Campuses Student Engagement Committee (CMHA)
- 2016: Spirit Award; Ultimate Frisbee League
- 2016: Health Minds | Healthy Campus Summit
- 2015: Article Publication; "Waterfront Food Options" in the *Halifax Citizen*
- 2015: Event Coordinator, Atlantic Health Promotion Research Centre
- 2015: Team Captain; Ultimate Frisbee Group



Mia Hershkowitz

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy Candidate, 2018

- Recipient of Entrance Scholarship, 2016

Humber College Institute of Technology and Advanced Learning, Toronto, ON

Bachelor of Applied Arts - Criminal Justice, 2016

- Specialization in Indigenous Rights and Policy
- School of Social and Community Services Outstanding Achievement Scholarship
- Dean's Honour List, 2013 - 2016

Humber College of Applied Arts and Technology, Toronto, ON

Police Foundation Program Diploma, 2013

- President's Letter Recipient
- Dean's Honour List, 2011 - 2013

George Brown College of Applied Arts and Technology, Toronto, ON

Social Service Worker Diploma, 2010

- International Practicum with the Jamaican Foundation for Life Long Learning in St. Ann, Jamaica
- Dean's Honour List, 2008 - 2010

EMPLOYMENT EXPERIENCE

Humber College, Toronto, ON

Research Assistant, Toronto Police Service Neighbourhood Policing Program Evaluation, 2015 – 2016

- Research focus: community evaluation of Toronto Police Service, centered on perception of crime, relationship building and resident's trust of Neighbourhood Officers
- Worked collaboratively with Toronto Police Service, Divisional Police Support Unit
- Conducted surveys with community members in 17 Toronto Police Divisions within designated priority neighbourhoods
- Compiled and assisted in data analysis of research results, transcribing focus group and using SPSS statistical software

Humber College, Toronto, ON

Research Assistant, Female Gang Research Project, 2014 – 2015

- Research Focus: the structure of all-female gangs, pathways into gangs, and exit strategies of female gang members
- Responsible for transcribing in-depth interviews of female gang members
- Assisted in the development of themes used in coding interview transcripts and analyzed data using a life-history approach
- Conducted an extensive literature review on the topic of the intergenerational sex trade

Jane and Finch Community and Family Center, Toronto, ON

Program Worker for the Women Moving Forward Program (Volunteer), 2009 – 2010

- Provided informal counseling and referrals addressing the diverse needs of program participants
- Worked one-on-one with participants advocating for child care and issues arising from Ontario Works

Milli Ltd., Sales Associate, 2013 - 2016

George Brown College, Peer Leader, 2009 - 2010

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Registered Social Service Worker with Ontario College of Social Service Workers, 2016
- Contributing author of forthcoming publication, "Experiences of Familial Racism as a Precursor to Gang Involvement". In B. Daniel (Ed.), Explorations of Justice and Injustice: A Canadian Perspective. Canadian Scholars Press, 2016
- Student Representative, speaker at Constable Selection System Symposium at the Toronto Police College, 2015



Caleb Holden

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Entrance Scholarship, 2016

McGill University, Montreal, QC

Honours Bachelor of Arts, 2015

- Major in Political Science, Minor in Indigenous Studies
- J.W. McConnell Scholarship, 2011
- Dean's Honour List, First Class Honours 2015

EMPLOYMENT EXPERIENCE

Statistics Canada, Winnipeg, MB

Census Support Unit Operator, Summer 2016

- Conducted follow-up operations on missing and incomplete data for the 2016 Census of Population
- Located missed dwellings for census collection in rural communities
- Reviewed collection efforts for northern Manitoba First Nations

Downtown Legal Services – Tenant Housing Division, Toronto, ON

Clinic volunteer, Fall 2015

- Provided phone shift and client intake services for students and low income individuals at DLS, the University of Toronto's legal aid clinic

Pro Bono Students Canada – Ontario Ministry of the Attorney General, Aboriginal Justice Division, Toronto, ON

PBSC Student Volunteer, Fall 2015

- Contributed research on 'community hub' justice initiatives and traditional language circuit courts for Indigenous peoples involved with the Canadian justice system

McGill University - Faculty of Arts, Montreal, QC

Research Assistant to Professor Antonia Maioni, Dean of Arts, 2014–2015

- Conducted research for an upcoming project related to program development at McGill University
- Drafted feasibility study and best practices report for the project in question
- Presented research before a focus group of graduate students and facilitated discussion on project findings

McGill Institute for the Study of Canada, Montreal, QC

Research Assistant to Professor Cheryl Suzack, Winter 2014

- Researched secondary source materials on transitional justice in Indigenous communities
- Drafted literature review on transitional justice and the Canadian Truth and Reconciliation Commission

Office of Tyrone Benskin, Member of Parliament for Jeanne-Le Ber, Montreal, QC

Summer Constituency Assistant, 2013

- Trained volunteers for community outreach
- Met with community organizations to plan events and community initiatives
- Oversaw communications and scheduled meetings with constituents

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Resident Junior Fellow, Massey College at the University of Toronto
- Nominee, Garmaise Prize for Best Essay in Political Science, McGill University
- Recipient, McGill Institute for the Study of Canada Eakin Fellow Student Internship Award
- Editor-in-Chief, McGill Indigenous Studies Journal, 2014-2015
- Basic working proficiency, oral and written French



Kayla Ishkanian

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

McGill University, Montreal, QC
Bachelor of Arts, 2016

- Double major in Political Science and History

University of British Columbia, Vancouver, BC
Visiting Semester, 2015

EMPLOYMENT EXPERIENCE

Fraser Institute, Vancouver, BC
Researcher, Centre for Aboriginal Policy Studies, September 2015- Present

- Conducted quantitative and qualitative research on a wide array of issues pertaining to Aboriginal policy such as government funding, own source revenue, and provincial duty to consult policies
- Wrote op-eds that appeared in regional newspapers across the country
- Assisted in the release of several studies by reviewing media releases and ensuring the study was ready for publication

Fraser Institute, Vancouver, BC
Intern, May 2015- August 2015

- Successfully managed the publication of a tribute book for the Institute's founder
- Meticulously maintained status reports on all participants and contents of the book
- Collaborated with numerous coworkers from all fields on the project

Fraser Institute, Vancouver, BC
Data Collection Assistant, March 2015- April 2015

- Assisted the Senior Health Policy Economist with data collection for *Waiting Your Turn*
- Input data for the study into Microsoft Excel and Access

Starbucks, Barista, Vancouver, BC, 2012-2014
Chapters, Customer Experience Representative, Burnaby, BC, 2008- 2011

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Published two nationally received studies: *"Government Spending and Own Source Revenue: A Comparative Analysis"* and *"The Duty to Consult with Aboriginal Peoples: A Patchwork of Canadian Policies"*
- Published in the McGill Pre-Law Student Review Journal for *"Comparing the Merits of S.15 and S.35"*
- Invited to the 2015 Harvard Women in Business Conference in Boston, MA
- 16 years of classical piano training
- Stand-up comedy enthusiast



Alexandra Izgerean

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Trent University, Peterborough, ON

Honours Bachelor of Arts, 2015

- Joint Major in International Development and Environmental Studies
- One year spent studying abroad in Ecuador (Trent-in-Ecuador Program), 2013-2014
- Dean's Honour List, President's Honour List, 2011-2015

EMPLOYMENT EXPERIENCE

British Columbia Institute of Technology, Burnaby, BC

College Instructor, April-May 2016

- Taught an introductory course on Business Communication (COMM1106) with a focus on written and oral skills
- Co-created course materials and outlines necessary for the course for one term
- Created and graded all 22 student assignments and exams
- Acted as the main support for students and was responsible for communicating college policies and expectations

Hanvit Language School, Daegu, South Korea

Foreign Language Teacher, 2015–2016

- Instructed 6 English Language classes (12 different classes total) per day of various sizes, aged (11-60)
- Graded all student work and created class material with other Korean and foreign teachers
- Completed daily reports to maintain constant communication between all teachers
- Focused class content on writing, speaking and listening to English

Peterborough Partnership on Immigration Integration, Peterborough, ON

Program Evaluator (Placement), January-April 2015

- Evaluated 2 immigration integration programs (ESL Forum and Speakers Bureau) with a team member
- Analyzed and collected data and statistics from various organization documents and community feedback
- Conducted over 7 interviews with organization and community members
- Produced a forty-five page evaluation and presented results to Trent University and community members

Federaciones del Organizaciones de Indígenos y Campesinos del Azuay, Cuenca, Ecuador

Researcher (Placement), January-April 2014

- Worked within a group of prominent Indigenous leaders to research local perspectives of extraction industries (oil, mining)
- Actively involved in Indigenous conferences throughout Ecuador on topics of environmental laws, sovereignty and environmental protection
- Analyzed various sources and conducted interviews (in Spanish)
- Procured a 45 page research report documenting local perspectives and realities of extraction industries within Ecuador

Indigo Books and Music, Customer Service Representative and Cashier Supervisor, 2009–2014

Trent University, IMPACT Conference Planning Committee, 2013

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Moderate proficiency in Spanish
- Workshop Facilitator for incoming Trent-in-Ecuador students at Trent University (volunteer), 2015
- Queen Elizabeth II Aiming to the Top Scholarship Recipient, 2011-2014
- Strong interests in program and policy evaluation, as well as international climate change mitigation policies



Pauline Karpazis

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016
- Ontario Graduate Scholarship, 2016 (recommended)

University of Toronto, St. George Campus, Toronto, ON

Honours Bachelor of Arts, 2016

- Graduated with Distinction
- Double Majors in 'Ethics, Society & Law' and Bioethics, Minor in Environmental Ethics
- Recipient of a University of Toronto President's Entrance Scholarship, 2010
- Gordon Cressy Student Leadership Award, 2016
- St. Hilda's College Alumnae Exhibition Award, Trinity College, University of Toronto, 2016
- Provost Delworth Graduation Bursary, Trinity College, University of Toronto, 2016

EMPLOYMENT EXPERIENCE

Trinity College, University of Toronto, Toronto, ON

Work Study Student, September 2014 – March 2015

- Worked with the Ethics, Society & Law Program Director to organize the Humanities for Humanity Program (H4H); a community outreach project that brings together disadvantaged members of the greater Toronto community with student mentors from Trinity and Victoria Colleges at the University of Toronto to study seminal works of literature and philosophy
- Played an executive role in coordinating and facilitating a secondary program called H4H2.0
- Acted as the primary liaison between University faculty, community participants and student mentors
- Acted as a research assistant to Dr. John Duncan – led to increased recognition of the Ethics, Society & Law Undergraduate program at the University of Toronto across Canada and internationally

Trinity College, University of Toronto, Toronto, ON

Tour Guide, October 2013 – September 2015

- Led detailed, guided tours of Trinity College at the University of Toronto for prospective students and their families
- Gave in-depth description of the college history while acting as an ambassador of Trinity College
- Provided prospective students with insights regarding student life and academia as an upper-year student
- Answered questions thoroughly and knowledgeably and promoted discussion amongst tour groups of up to twenty people

Private Residence, Coboconk, ON

Project Manager – Landscaping/Property Maintenance, April-August 2013, 2014 & 2015

- Assumed a managerial role while landscaping and maintaining a large private lakefront property
- Delegated tasks, adhered to strict deadlines, and acted as a supervisor to a team of six landscapers

Volunteer Experience:

- **Editor-in-Chief**, 'Mindful,' Undergraduate Journal for Ethics, Society & Law, University of Toronto, January 2016
- **Vice-President**, Trinity College Men's and Women's Athletic Associations, University of Toronto, September 2014 & 2015
- **Student Mentor**, Humanities for Humanity Program, Trinity College, University of Toronto, 2013 – 2015
- **Peer Counsellor**, Ethics, Society & Law Representative, Trinity College, University of Toronto, September 2013-April 2015

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Bilingual in French and English, strong understanding of the German language
- Captain of the U of T Women's Novice Varsity Rowing team, 2014, Captain of the women's intramural soccer and volleyball teams throughout duration of undergraduate degree, horseback rider since the age of 5, competed until the age of 19
- Completed a Gr. 10 Royal Conservatory of Music Certificate in performance Flute, also play the piano and the recorder



Gongxhe Kastrati

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Guelph, Guelph, ON

Honours Bachelor of Arts, Specialization in Psychology, 2016

- Entrance Scholarship, 2012
- Dean's Honours List, 2013-2016

EMPLOYMENT EXPERIENCE

ErinOakKids Centre for Treatment and Development, Mississauga, ON

Complex Care Respite, Program Assistant (volunteer), March 2015 - Present

- Interacted with children and adolescents aged 4-16 years who have mild to severe autism, behavioural challenges, and other developmental disabilities in order to create an engaging environment with activities that explore their interests
- Assisted in preventative and neutralizing techniques with children who showed difficulties adjusting to changes in their environment, activities, or schedule
- Assisted with children who expressed behavioural challenges by redirecting their behaviour

ErinOakKids Centre for Treatment and Development, Oakville, ON

Medically Fragile and Technologically Dependent Respite, Program Assistant (volunteer), September 2014 - June 2015

- Comfortably interacted with children and adolescents aged 3-18 years who have mild to severe physical and/or intellectual disabilities by conversing with them and engaging in play, craft, and swim activities
- Strong interpersonal skills as demonstrated by verbal and nonverbal communication with children of different levels of communicative and intellectual ability
- Demonstrated initiative by learning the specific needs of different children by studying their medical charts
- Addressed the specific needs of children, such as by feeding, pushing wheelchairs, helping to transfer or carry children from different technologies they are dependent on

University of Guelph Wellness Centre, Guelph, ON

Workshop and Presentation Team, November 2012 – November 2013

- Effectively facilitated workshops and presentations on various health topics, such as sexual health and safer sexual practices, stress management, and self-care to educate and empower students
- Collaboratively evaluated, updated, and reformed workshops on various health topics, such as sexual health, safe alcohol consumption, stress management, and self-care, to reflect up-to-date, accurate, and engaging information
- Updated resource files by contacting 500+ organizations and services affiliated with the Wellness Centre
- Organized large filing areas and created an inventory for 1000+ health service posters
- Created hundreds of Sexual Health Kits to promote safer sexual activities and General Kits about the services offered at the Wellness Centre and dispersed them around campus

Tim Hortons, Mississauga, ON

Store Front Team Member, 2013-2015

- Strong conflict resolution skills as demonstrated by neutralizing conflicts and customer complaints in a responsive and proactive manner in order to maximize customer satisfaction

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Awarded the Team Tim Hortons Scholarship across Canada and the United States for volunteerism and writing an outstanding essay (2013, 2015, 2016)
- Hobbies include designing and sewing clothing, hiking, nature walks, and snowboarding
- Interested in health services, healthcare, public health, program evaluation, and data analysis



Madeline Kelly

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship 2016

Queen's University, Kingston, ON

Bachelor of Arts, Honours, 2016

- Major in Sociology, Minor in Global Development
- Dean's Honour List, 2014-2016

EMPLOYMENT EXPERIENCE

Children and Parent Resource Institute (CPRI), London, ON

Full-time Project Communications Clinical Summer Student, 2016

- Chosen to update and revise a mandatory three-day course on trauma-informed care used to train all CPRI employees
- Updated the Material Safety Data Sheets (MSDS) for all of the residential units and pharmacies at CPRI
- Learned a variety of government policies and procedures, many of which are applicable to other ministries
- Screened and scored résumés using a government human resources model
- Organized a staff-wide fundraiser for the United Way of London and Middlesex
- Assisted the finance officer with accounting documentation
- Worked collaboratively with other employed students to manage deadlines and competing priorities

Community Services Coordination Network (CSCN), London, ON

Full-time Summer Student, Summers of 2013-2015 inclusive

- Assisted in the allocation of government funding for individuals with developmental disabilities
- Assessed respite care entitlements based on standardized criteria
- Handled confidential information on a daily basis and coded confidential client files
- Input data into a variety of electronic templates using Microsoft Excel and Microsoft Word
- Independently revamped several informational brochures
- Organized office material and assisted employees in a variety of administrative tasks

Olympia Sports Camp, Huntsville, ON

Camp Counsellor, 2011

- Supervised and interacted with children with varying abilities, including children with developmental and physical disabilities
- Worked in the retail store selling and restocking merchandise, conducted cash and inventory reconciliation and created computerized accounts

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Co-chaired *Not For Sale* at Queen's University – a club to raise awareness about modern slavery. Organized school wide events, oversaw the election of an executive committee, and coordinated finances, 2014-2016
- *WORTH* executive committee member at Queen's University – a club to positively engage students in educational programs addressing social inequalities, 2015-2016
- Longstanding supporter of United Way – active member of the United Way Club at Queen's University, 2013-2014; chaired the United Way of London and Middlesex's *Youth United Advisory Committee*, 2011-2012, after being a committee member in 2010
- Passionate about volunteering, global equality and children's mental health



Angela Ye Seul Kim

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

- Master of Public Policy, 2018

Western University, London, ON

Honours Bachelor of Medical Sciences with distinction, 2016

- Honours Specialization in Interdisciplinary Medical Sciences
- Conducted independent research to express hepatitis C virus antigens using a genetically modified vector for potential vaccine purposes; collaborated with researchers to develop a vaccine candidate against Ebola virus infections and produced virus-like particles for characterization during the 2014 epidemic
- Dean's Honour List, 2012-2016

EMPLOYMENT EXPERIENCE

Western University, VEGA (Violence, Evidence, Guidance and Action) Project, London, ON

Research Assistant, Winter 2016

- Conducted literature review to assist development of national evidence-based public health guidance on family violence, associated curricula, and tools for health and social service professionals
- Collected and evaluated shelter program information and data to assess the effectiveness of shelter stays for women and children exposed to intimate partner violence (IPV)
- Researched impacts of IPV specific to Aboriginal and other minority communities to support culturally competent protocols

Western University, London Poverty Research Centre, London, ON

Research Assistant (Volunteer), 2014–2015

- Investigated local community agencies by researching the scope and effectiveness of services provided regarding homelessness, housing, or housing support to individuals living with mental health problems, illnesses, or addictions
- Reviewed literature to identify key indicators, impacts, and potential community responses to precarious work
- Provided informational support and referred individuals living with mental health illnesses or addictions to community resources such as day beds, meals, and transition support

Sagamok Anishnawbek, Massey, ON

Community Recreation Coordinator (Volunteer), Summer 2014

- Visited families door-to-door on a reserve to promote workshops to adults, designed recreational activities and crafts for children to encourage community wholeness and social well-being
- Provided social support and connected with children experiencing alcoholism and violence in the family
- Communicated with volunteers individually to recognize concerns and improve operations to provide needs-based care

Victorian Order of Nurses, Seniors Maintaining Active Roles Together (SMART) program, Exercise Assistant (Volunteer), Winter 2016

Western University, Department of Microbiology and Immunology, Laboratory Research Assistant (Volunteer), 2013–2016

University of British Columbia Hospital, Clinic for Alzheimer Disease and Related Disorders, Clinical Research Assistant (Volunteer), Summers 2013, 2015

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Coordinated the International Healthcare Conference at Western University with the support of Médecins Sans Frontières/Doctors Without Borders, managed 50 volunteers, and presented before 400 participants about impacts of and responses to HIV/AIDS in developing countries, 2013
- Primary author, '*Expression of the non-structural proteins NS3/4A of the hepatitis C virus using a genetically modified vesicular stomatitis virus vector system*'. Inspiring Young Women in STEM Conference, London, Canada, 2016
- Primary author, '*Recombinant vesicular stomatitis virus (rVSV_{Ind}) expresses the virion protein 40 of Zaire-Ebola virus and produces virus-like particles*'. Western Undergraduate Research Conference, London, Canada, 2016
- Co-author, International Conference on FTD, Munich, Germany, 2016; American Academy of Neurology, Vancouver, Canada, 2016; Alzheimer's Association International Conference, Toronto, Canada, 2016; Journal of Neurochemistry – To be published



Jonah Kotzer

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Western Ontario, London, ON

Bachelor of Arts, 2013

- Honours Specialization in History
- Speaker at Ball State Annual History Conference, Winter 2013
- International Exchange Program, Erasmus University, Rotterdam, Fall and Spring 2012

EMPLOYMENT EXPERIENCE

Parkdale Novelty, Toronto, ON

Administrative Assistant, 2015-2016

- Designed and developed an updated website for greater customer accessibility and compatibility with social media
- Negotiated with new factories in China through email correspondence and attendance of trade shows in Guangzhou which resulted in the creation of a new product line
- Implemented various marketing initiatives resulting in increased sales
- Sold plush and collector toys at trade shows and in private sales meetings internationally
- Filed invoices and created databases to ease communications with existing costumers

Amity Corporation, Hiroshima, Hiroshima Prefecture

Native English Teacher, 2014–2015

- Prepared a variety of lesson plans, customized curriculum to meet the needs of my students
- Adapted to the needs of a foreign working culture, such as Japanese language operating systems and cultural workplace standards and practices
- Scheduled classes and advised students on future course selection
- Taught conversational English to children and adults, both one on one and in groups

Biographical Dictionary of Canadian Civil Engineers, London, ON

Research Assistant, 2013

- Compiled and organized biographical information for an engineering journal
- Wrote and edited three published articles on Duncan MacPherson, Malcom Hugh Macleod and Charles Macdonald for the dictionary
- Coordinated meetings of peers and Professor Millard to analyze and compare group research

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Founding member and Director of Policy of the Young Liberals Eglinton-Lawrence
- Volunteered as an Information Officer with the Global Citizenship Program; Organized and facilitated social events for incoming exchange students with the Global Citizenship Program at the University of Western Ontario
- Drummer in numerous bands, having played shows in Canada, Japan and The Netherlands for audiences as large as 300 people
- Published photographer with Vice Magazine



Aniket Kumar

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of British Columbia, Vancouver, BC

Bachelor of Arts, 2016

- Specialization in Philosophy, Minor in English Literature
- Dean's Honour List, 2016
- UBC Chancellor Award Student

EMPLOYMENT EXPERIENCE

Magic Bus, Mumbai, India

Office Assistant (Volunteer), Summer 2016

- Gained competence with Microsoft Excel by performing data analysis to support presentations for potential corporate partners
- Worked as a group member in training incoming volunteers with office etiquette, software use, and email templates
- Developed professional writing skills while gathering and writing 40 community reports

The Rose Project, Vancouver, BC

Blog Writer and Assistant, 2015

- Learned about non-profit organisation's budgeting and marketing from the creator of the NPO—Ms. Anne Green
- Assisted in negotiations with web developer owing to previous experience with coding
- Developed writing skills to suit writing for the web
- Learned about negotiating with clients by being present for client meetings

Magic Bus, Mumbai, India

Field Volunteer, Summer 2015

- Gained experience in managing stakeholder interests when dealing with community leaders that opposed Magic Bus' project where girl participation in sports with other boys was mandatory
- Gained experience in mid-term planning when creating an English Grammar and Mathematics course aimed at providing support for the material learned by students in Municipal Schools and giving a deeper knowledge that goes beyond rote memorization
- Honed communication skills by managing a class of adolescents and delivering course material

Medici International, Curatorial Assistant Intern, Summer 2014

Magic Bus, Office Volunteer, Summer 2013

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Volunteered with Habitat for Humanity to build homes in Kolhapur, India
- Member of Amnesty International wherein I helped write twenty-five letters and managed a booth at the University of British Columbia to get signatures
- Advanced oral and written Hindi, Beginner French
- Six months of coding experience in Swift language for iOS apps
- Completed a 10-day Vipassana Meditation
- Enjoy reading—specifically interested in the role that media has in framing experience



Jasmine Lam

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

McGill University, Montreal, QC
Bachelor of Arts, Honours, 2012

- Joint Honours Program in Political Science (Distinction) and International Development Studies (First Class)
- Co-President, Borderless World Volunteers, led executive team and general membership, 2008-2012
- Honours thesis: "Refugee Policy and Foreign Policy: Examining Policy Linkage in Chinese Relations with North Korea, Myanmar, and Vietnam," *Student Pulse* 5, no. 10 (2013): 1-6.

School of Continuing Studies, University of Toronto, Toronto, ON
Project Management Certificate, 2016

EMPLOYMENT EXPERIENCE

Centre for Global eHealth Innovation, University Health Network, Toronto, ON
Analyst and Assistant to Senior Director, July 2014-August 2016

- Conducted workflow analysis, market research, and proposal development for the deployment of a mobile health application for diabetes self-management in clinics
- Managed Senior Director's portfolio administratively, produced progress reports that resulted in 4 successful faculty appointment renewals at University of Toronto and continuous management of over \$2.6 million CAD in grant funding
- Implemented communication strategy as Communication Lead, maintained consistent production opinion pieces and project updates, and revamped content for 40+ projects for a new website
- Led publication of Annual Report as Editor-in-Chief for distribution to executives at major institutions such as Ministry of Health and Long-Term Care and University of Toronto

Dr. Hawa Abdi Foundation, Toronto, ON
Director of Development, June 2011-July 2014

- Managed over \$470,000 USD in operating budget, doubling revenue since 2011 by cultivating strong relationships with existing and new partners, grantors, and individual donors
- Secured new funding of \$126,000 for program operations in 2013 through proactive research, reporting, and outreach
- Organized fundraising events, including a 6-city tour with a high-profile benefit in New York City, raising 40% of hospital's annual operational budget and securing 5 new partnerships
- Arranged media features on platforms including BBC and New York Times, and events such as Women in the World Summit
- Developed communication materials, maintained website and social media accounts, resulting in increase of Twitter followers by 533% and Facebook by 266% within 1 year
- Created internship and volunteer program, supervising placements in Canada, USA, Kenya, and Somalia
- Promoted from Research Assistant to Chief of Staff after 6 months, to Director of Development after 1 year

McGill Institute for Health and Social Policy, Policy Research Assistant, May 2012–December 2012, Montreal, QC

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Volunteer (present), WoodGreen Community Services, facilitate English conversation circle for newcomers in Canada
- Workshop Moderator, University of Toronto's International Development Conference, led discussions on "Power and Positionality" to a group of 30 students, 2014
- Guest Lecturer, University of Nairobi, delivered 2 guest lectures and prepared lecture notes for Foreign Policy Analysis graduate seminar and Civil-Military Relations class, 2013
- Guest Lecturer and Speaker, University of Toronto, delivered 2 presentations for International Relations of Africa class, 2013
- Co-Author (with I. Farah), "Crafting Foreign Policy in a Supranational Organization: European Union Lessons for the African Union," *Horn of Africa Bulletin* 25, no. 3 (May-Jun 2013): 4-7.



James Langlois

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016
- Canada Graduate Scholarship - Master's, Social Sciences and Humanities Research Council of Canada, 2016-2017
- Participant in the Collaborative Program in Public Health Policy

University of Toronto, Toronto, ON

Master of Arts, 2016

- Philosophy with research interests in normative ethics, metaethics, and bioethics
- Participant in the Collaborative Program in Bioethics

University of Toronto, Toronto, ON

Honours Bachelor of Arts, 2015

- Specialization in Philosophy with a Minor in Bioethics
- Graduated with High Distinction
- St. Michael's College Silver Medalist, 2015
- Dean's List, 2013-2015

EMPLOYMENT EXPERIENCE

Office of the Registrar & Student Services, St. Michael's College, University of Toronto, Toronto, ON

Academic Advisor, Summer 2015 & Summer 2016

- Advised hundreds of undergraduate students over the course of the two summer sessions about numerous academic matters: course enrolment, program enrolment, university policies, etc.
- Delivered the college's Academic Orientation Sessions for newly-admitted students
- Helped facilitate and host the college's Welcome Event for newly-admitted students
- Developed and reviewed documents about improving rules and regulations in the Faculty of Arts & Science

Department of Philosophy, University of Toronto, Toronto, ON

Teaching Assistant, 2014-2016

- Led weekly tutorial sections for first- and second-year philosophy courses
- Graded a wide variety of different assignments, including essays, critical summaries, term tests, and examinations
- Held office hours for students to discuss course materials and provide feedback
- Communicated with course instructors and fellow TAs about various administrative issues

Office of the Registrar & Student Services, St. Michael's College, University of Toronto, Toronto, ON

Registrarial Assistant, 2012-2015

- Created and reviewed diagnostics reports for the college
- Helped organize and prepare for various events at the college, including the Graduation Awards Ceremony and Welcome Event for newly-admitted students
- Responded to student inquiries via e-mail and telephone

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Presented original research in philosophy and bioethics to audiences at both the undergraduate and graduate level
- Played soccer both nationally and internationally, having competed in the National Collegiate Athletic Association (NCAA) and Canadian Soccer League (CSL)
- Coached soccer competitively and recreationally through the Oakville Soccer Club
- Served as a facilitator in the English Communication Program at U of T's Centre for International Experience



Blake Lee-Whiting

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy Candidate, 2018

- Recipient of Entrance Scholarship, 2016

Queen's University, Kingston, ON

Honours Bachelor of Arts, 2016

- Major in Political Studies
- 2015 International Exchange Program, National Taiwan University, Taipei, Taiwan

EMPLOYMENT EXPERIENCE

Ontario Teachers' Pension Plan, Toronto, ON

Government and Public Affairs Intern, Summer 2015

- Wrote briefs for the CEO and Director regarding political news in Canada relevant to pension plan investment strategy
- Engaged government stakeholders in both Canada and the United States regarding Private-Public-Partnership (P3) Investment and potential P3 investment opportunities
- Represented OTPP at government events
- Assisted in developing strategy for OTPP Government and Public Affairs Department

Legal Intern, Summer 2014

- Created database to support assessment of continuing legal education programs for OTTP lawyers and track related costs
- Gained experience in the business and legal environment through assisting OTTP lawyers on projects

Roberta Scott Campaign, Trinity-Spadina Riding Provincial Election, Toronto, ON

Director of Community Outreach, Summer 2014

- Organized press events including interviews with CBC and Sun News
- Maintained the campaign's online presence to strengthen the candidate's profile with voters
- Coordinated volunteers to conduct door-to-door canvassing, make calls and attend organization meetings

Olympia Sports Camp, Huntsville, ON

Program Director, Summer 2013

Camp Counselor, Summers 2011 & 2012

- Organized daily camp-wide recreation activities and programs for over 500 children
- Supervised and organized staff social events
- Helped create and implement internal camp strategy to encourage sports performance and leadership

Queen's University Student Constables, Kingston, ON

Shift Supervisor, 2014–2015

- Maintained the secure environment at licensed venues associated with Queen's University as a member of the student security team
- Supervised 6 – 20 security and events staff at university sanctioned activities around campus

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Queen's University Issues Committee, Committee Member, October 2015 – April 2016
- Queen's University Student-Faculty Relations Committee, Committee Member, October 2015 – April 2016
- AuPair in Johannesburg and volunteer in Soweto, South Africa for two crèches which serve children from impoverished areas, Summer 2016
- Volunteered for several political campaigns in Toronto and Kingston at the municipal, provincial, and federal levels
- Beginner oral and written Mandarin and French



Chelsey Legge

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2019

Faculty of Law, University of Toronto, Toronto, ON
Juris Doctor Candidate, 2019

Queen's University, Kingston, ON
Honours Bachelor of Arts with Distinction, 2015

- Specialization in Political Science
- Fundraising Director, Queen's Pre-Law Society; raised over \$1000 for Cambodian Legal Education for Women (CLEW)
- Dean's Honour List, 2011-2012, 2013-2015

EMPLOYMENT EXPERIENCE

Canadian HIV/AIDS Legal Network, Toronto, ON
Research and Policy Intern, Summer 2016

- Researched and drafted a report on Indigenous women, HIV and gender-based violence for Public Health Agency of Canada
- Fact-checked and edited a manual for the Global Fund to Fight AIDS, Tuberculosis and Malaria on upholding international human rights standards in the enforcement of its zero tolerance policy for corruption or misuse of funds
- Co-authored a summary report on the second annual conference on charting the future of drug policy in Canada
- Conducted a literature scan for recent cases of HIV non-disclosure in Canada

Advocates for Injured Workers, Toronto, ON
Caseworker (volunteer), 2015-2016

- Provided legal assistance to clients; corresponded with the Workplace Safety and Insurance Board (WSIB) on their behalf
- Researched and drafted letters of appeal and submissions to the Workplace Safety and Insurance Appeals Tribunal (WSIAT)
- Successfully argued for and secured a 6-week extension of WSIB-funded physiotherapy for a client

University of Toronto International Human Rights Program in partnership with the Refugee Lawyers Association, Toronto, ON
Sexual Orientation and Gender Identity Working Group Volunteer, 2015-2016

- Researched and co-authored a country conditions report on LGBTI rights in the Czech Republic

Sfz Teleservices, London, ON

Alberta Ballet Campaign Representative, 2014–2015 (summers)

- Called customers, established rapport, and sold ballet subscriptions tailored to each customer's preferences and budget
- Effectively overcame objections to sales in a calm and convincing manner
- Met and exceeded weekly and seasonal sales targets; achieved top weekly seller twice

Heart and Stroke Foundation, Heart Month Campaign Recruiter, 2014

Transcom North America and Asia, Inbound Customer Service Representative, 2012

Queen's Campus Bookstore, Cashier, 2011-2012

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Associate Editor, Indigenous Law Journal, University of Toronto; critically reviewed papers for depth of research, importance of legal topic, and writing style
- Participant, First-Year Trial Advocacy; University of Toronto/Borden Ladner Gervais Client Counselling Competition
- Member, Amnesty International; Elizabeth Fry Toronto; Law Union of Ontario
- Contributed articles to *Ultra Vires*, the student newspaper at the Faculty of Law
- Intermediate oral and advanced written French; beginner Spanish
- Passionate about environmental justice, Aboriginal rights, and ending violence against women



May Liang

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto, Toronto, ON

Honours Bachelor of Arts with High Distinction, 2016

- Double Major in Political Science and Sociology
- Dean's Honour List, 2013-2015
- Recipient of Entrance Scholarship, 2012

EMPLOYMENT EXPERIENCE

West Neighbourhood House, Toronto, ON

Member of Community Advisory Group on Social Issues (Volunteer), 2016

- Collaborated with other members of the advisory group to identify policy concerns within the community
- Assisted with the development of advocacy strategies that West Neighbourhood House would undertake

Janet Davis Re-election Campaign for City Councillor, Toronto, ON

Administrative Assistant, 2014

- Used a database to enter contact information of constituents, sign locations, donations and canvass sheets
- Analyzed and interpreted voter attributes from collected data to identify supporters

Matthew Kellway, M.P., Toronto, ON

Administrative Assistant, 2013-2015

- Wrote letters of support for visitor visa applications effectively
- Used a database, Populus, to enter contact information of constituents and canvass sheets
- Collected data on policy concerns of constituents
- Demonstrated proficiencies in telephone reception within a high volume environment
- Analyzed and interpreted voter attributes from collected data
- Engaged with constituents through special events

Canadian National Exhibition, Games Booth Operator, 2013-2014

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Volunteer for University of Toronto's Career Information Day, 2014
- Advanced oral and written French; fluent in Cantonese; beginner Mandarin
- Recipient of the 2014 Irving Zeitlin Award for the top student in sociological theory courses
- Interests include science, art, cuisine and sports



Ashlee Longmoore

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Regina, Regina, SK

Bachelor of Human Justice with International Distinction, 2008

- Minor in Women and Gender Studies
- Justice and Corrections Prize, 2007
- Bill Harding Scholarship, 2005

Catholic University of Leuven, Leuven, Belgium

Globus Exchange Program: Social Justice and Human Rights in the Era of Globalization, 2006

- Completed five (5) Masters of Criminology courses, Faculty of Law
- Summer Institute at St. Thomas University, Fredericton, NB

EMPLOYMENT EXPERIENCE

Pro Bono Law Saskatchewan, Regina, SK

Programs Coordinator, 2014-2016

- Develop and manage partnerships with community organizations province-wide
- Evaluate and coordinate program delivery of free legal clinics

YMCA of Regina, Regina, SK

Coordinator/Youth Worker, Alternative Suspension Program, 2010-2014

- Developed partnerships with public school boards to deliver specialized programming to students
- Front-line supervision and mentorship to staff

Regina Alternative Measures Program, Regina, SK

Mediator/Community Justice Facilitator, 2008 - 2010

- Conducted victim/offender mediations and Community Justice Forums referred by Provincial Crown Prosecutor

Saskatchewan Federation of Labour, Regina, SK

Coordinator, SFL Kids Camp, 2007

- Administration, delivery and follow-up of a summer camp for teens focusing on social justice issues

International Confederation of Free Trade Unions (ICFTU), Brussels, Belgium

Stagiere/Intern, Campaigns and Communications Department, 2006

- Administrative duties in support of the Strategies for the Eradication of Child Labour: International Conference with the ICFTU and World Confederation of Labour (WCL)

John Howard Society of Saskatchewan, Volunteer Provincial Board Director, 2010 – 2016

Inclusion Regina, Volunteer Facilitator, The Next Chapter Book Club, 2011 – 2016

Regina Sexual Assault Centre, Volunteer Advocate, 24 Hour Crisis Line, 2011 – 2016

Special Olympics Saskatchewan, Volunteer Figure Skating Coach, 2012 – 2016

Paper Crane Studios, Volunteer Facilitator, Music Therapy Workshops, 2014 – 2015

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- 2015 YWCA Women of Distinction Award, Regina, SK
- 2015 CBC Saskatchewan Future 40 Under 40 Nominee, Regina, SK
- 2014 Canadian Red Cross Young Humanitarian Award, Regina, SK



Vanessa Low

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of British Columbia, Vancouver, BC

Bachelor of Arts, 2015

- Specialization in International Relations
- President's Entrance Scholarship, 2010

EMPLOYMENT EXPERIENCE

Chown Adult Day Centre, Vancouver, BC

Activity Worker, 2015-2016

- Implemented therapeutic recreational activities and exercises for aging adults with chronic care issues such as dementia, to aid their mental dexterity and provide opportunities for socialization and overall wellness
- Liaised with healthcare service providers to implement client-centered programs to maintain or improve seniors' balance and mobility as part of an ongoing collaboration between community organizations, participants, and a wealth of health professionals within Vancouver Coastal Health
- Monitored and analyzed the conduct of clients to create personalized care plans and in order to identify and communicate cognitive or physical changes to other necessary parties, such as case managers, caretakers, and medical staff

Renfrew-Collingwood Senior Society, Vancouver, BC

Casual Activity Worker, 2015

- Assisted full-time staff in planning and executing special events and activities for the seniors' adult day program
- Operated as part of the team to facilitate programs that promote wellness and independence
- Performed essential daily duties to ensure maximum efficiency and create a safe and caring environment

CNIB (Canadian National Institute for the Blind), Vancouver, BC

Fundraising Event and Office Assistant, 2014

- Provided support at group meetings for at-risk individuals such as youth with vision loss
- Identified, solicited, and stewarded sponsors, donors, and event attendees to develop and maintain excellent professional relationships, particularly focusing on the flagship Night Steps event
- Provided essential administrative support to ensure maximum efficiency
- Developed and distributed event marketing materials to promote events such as CNIB's Night Steps and Dining in the Dark

CNIB (Canadian National Institute for the Blind), Vancouver, BC

Administrative Assistant, Fund Development Intern (volunteer), 2014

- Actively maintained good donor relations and researched information to create a portfolio of potential event donors
- Assisted in grant proposal research and preliminary work to ensure timely application

UBC Arts Undergraduate Society, General Officer, 2012-2013

- Served on the AUS Internal Committee and Student Life Committee to put on events, allocate resources for clubs, and promote relations between Arts students and the general public, as well as campaigning for a referendum for a new Arts Student Centre

UBC Arts Undergraduate Society, UBC Meekison Arts Student Space Coordinator, 2011-2012

UBC Arts Undergraduate Society, Arts One Representative, 2010-2011

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Passport to Education, Government of British Columbia, 2010
- Basic conversational and written French



Matthew Lumsden

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

Queen's University, Kingston, ON
Honours Bachelor of Arts and Sciences, 2015

- Major in Gender Studies, Minor in Political Science
- Elected Student Council President of Gender Studies in 2013-2014
- Dean's Honour List, 2012-2013, 2013-2014, 2014-2015

EMPLOYMENT EXPERIENCE

Ontario Ministry of the Attorney General, Toronto, ON
Court Reporter, April 2016- Present (6 month contract)

- Tested and operated audio equipment to ensure the proper recording of court proceedings
- Annotated audio files to ease the process of reviewing court proceedings
- Worked alongside the judiciary, clerk, and counsel to ensure that court proceedings were accurately recorded and documented

University Health Network (UHN), Toronto, ON
Legal Affairs and Collaborative Academic Practice Summer Student

- Reviewed and analyzed legal documents before reporting them to the internal counsel
- Facilitated communication between the internal and external counsel during ongoing legal proceedings
- Researched legal statuses to develop UHN-wide policy drafting
- Met with internal and external stakeholders in order to develop policy to enhance patient experience and health outcomes
- Drafted the first-ever UHN policy on e-cigarette usage

Queen's University Arts and Sciences Undergraduate Society (ASUS), Toronto, ON
Equity & Diversity Commission Deputy Commissioner, 2014–2015

- Oversaw the vision of 8 committees within the commission
- Attended to issues related to equity and diversity as they took place on the campus
- Acted as a support for students with questions or concerns related to equity & diversity on campus

Santi Services, Sales Manager, May 2016-present

Queen's University Mental Health Awareness Committee (Volunteer), Community Outreach Coordinator, 2014-2015

Queen's University Arts and Sciences Undergraduate Society (Volunteer), Social Sciences Academic Representative, 2013-2014

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Participated as a rider and fundraiser in the Princess Margaret Ride to Conquer Cancer in 2015-2016
- Selected as a delegate to the Queen's Conference on Philanthropy in January of 2015
- While volunteering with the Queen's Mental Health Awareness Committee in 2014-2015 as their community outreach coordinator, conducted lectures on mental health awareness to groups ranging from 10-600 people
- Selected as a delegate to the Queen's Model Parliament Conference in 2013-2014
- Play in intramural leagues for basketball, road hockey, ice hockey, ultimate Frisbee, softball, and flag football
- Brazilian Jiu-Jitsu practitioner



Priscilla Mak

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto, Toronto, ON

Bachelor of Business Administration with Distinction, 2014

- Specialization in Management, Minor in French Studies with Language Citations in Italian and French
- Chapter President, DECA U Ontario, 2013
- Principal's Involvement Award, 2014; Volunteer Recognition Award, 2013-2014

EMPLOYMENT EXPERIENCE

Ministry of Municipal Affairs, Toronto, ON

Administrative Coordinator, Local Government Policy Branch, Summer 2016

- Prepared multiple communication materials in response to incoming correspondence according to OPS guidelines
- Coordinated and reviewed branch responses to incoming requests and issues management items
- Interpreted and synthesized materials to provide recommendations for Director and ADM offices to identify urgent or contentious issues

Ministry of Government and Consumer Services, Toronto, ON

Freedom of Information (FOI) Administrative Coordinator, September 2015 – March 2016

- Assessed and processed FOI requests for disclosure of Ministry records in accordance with the exclusions and exemptions under the *Freedom of Information and Protection of Privacy Act* (FIPPA)
- Prepared Director's and ADM's briefing notes including analysis and recommendations, statistical reports to measure program efficiency, and an information access policy and FOI procedure manual

Connect Legal, Toronto, ON

Project Administrator, August 2014 – March 2015

- Analyzed survey results and outreach feedback from community partners to develop customized workshops and legal drop-in clinics for newcomer entrepreneurs
- Assessed client applications to determine eligibility for pro bono commercial legal assistance
- Drafted large-scale grant applications, financial statements, annual report, and board meeting materials

Ministry of Health and Long-Term Care, Program Assistant, 2012–2013

- Analyzed and evaluated healthcare needs of the GTHA Francophone community through research and analysis of the local geographic distribution of French-speaking doctors
- Developed and coordinated consultations of partner community organizations to provide strategic recommendations on diverse mental health initiatives

Erindale School of Music & Arts, Piano Teacher, May 2011 – June 2016

- Maintained high level of student retention with consistently excellent reviews and examination/competition results

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Mississauga Public Library Board, Board Member, 2015 – Present
- Member, CivicAction Emerging Leaders Network and Toronto Youth Food Policy Council
- Fluent in English, French, and Cantonese; highly proficient in Italian and Mandarin
- University of Toronto School of Continuing Studies, Certificate of Translation into French, 2016
- Common European Framework of Reference for Languages, DALF C1 French Language Advanced Proficiency Diploma, 2013
- The Royal Conservatory of Music, Associate Diploma in Piano Performance, 2012
- Proficient in Microsoft Office, translation software, and diverse correspondence management systems



Sanna Malik

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Western Ontario, London, ON

Bachelor of Science, 2013

- Specialization in Nursing
- Elected President of Oxfam, London Chapter; Spearheaded International Women's Day Campaign and Fair Trade Campaign
- Dean's Honour List, 2010-2012

EMPLOYMENT EXPERIENCE

INC Research, Toronto, ON

Team Lead (Clinical Research Nurse III), 2013-Present

- Train all new hires in clinical duties and orient them to Clinical Research procedures
- Provide feedback and edit Study Protocols to ensure feasibility and subject safety
- Implement Study Protocol, Working Practices, Standard Operating Procedures, and Good Clinical Practices in the conduct of clinical trials
- Promote Nursing standards in compliance with College of Nurses and Regulated Health Professionals Act
- Promote subject safety and ensure subjects are effectively monitored and safety requirements prescribed by Advanced Medical Directives are implemented

University Hospital-London Health Science Centre, London, ON

Registered Nurse, 2012–2013

- Worked as RN in acute care setting, worked with clients with various neurological diagnoses and trauma
- Utilized critical thinking skills and appropriate assessments

Parkwood Hospital, London, ON

Registered Nurse, 2012–2013

- Worked as RN in a rehabilitation setting for spinal trauma, stroke trauma and brain injury trauma

Oxfam Canada, London Chapter, ON

Minister of Finance 2011, President 2012 (Volunteer)

- Raised awareness about issues that concern impoverished communities worldwide
- Led fundraisers and awareness campaigns in London, ON
- Involved UWO Chapter in a conference for fair trade ethics and now that chapter is part of the national conversation regarding fair trade, women's rights, and education rights

Solidarity Experience Abroad, Lima, Peru

Volunteer for Medical Mission, 2011

- Assisted a local charity clinic in providing basic medical and dental care to impoverished communities in Lima
- Fundraised money medical, and miscellaneous supplies for underprivileged communities

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Volunteer and Member of EXMNA; Organization promotes pluralism and acceptance of all societies, as a volunteer I provide a safe haven and resources for persecuted adults and youth of various minority groups in Toronto, ON
- Youth Leader for children with Cerebral Palsy; I host a poetry club night to involve CP youth
- Advanced in Urdu; Beginner French and Spanish
- Academic Scholarship Recipient valued at \$2500/yr from 2008-2012; A.W.F.G Award
- Hobbies include travelling, chess, reading, and biking



Tayyaba Mohsin

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Lahore University of Management Sciences (LUMS), Lahore, Punjab

Bachelor of Science (Honours), 2013

- Specialization in Economics
- USEFP semester-long exchange student, North Dakota State University, Winter 2012
- Elected General Secretary, LUMS Literary Society, 2011 – 2012
- Dean's Honour List, 2013

EMPLOYMENT EXPERIENCE

The Citizens Foundation (TCF), Karachi, Sindh

Content Development Specialist, Nardban Program, 2015-2016

- Led implementation of Nardban program, focused on providing e-training courses to 10,000 teachers of TCF schools to improve student learning outcomes- this includes building expertise in Learning Management System to manage and monitor teachers, running successful pilots at 30 TCF schools, training teachers on digital literacy and usability of courses, conducting baseline tests and evaluating baseline results with post-Nardban test results
- Managed Teacher Competency Tests (TCTs) of over 10,000 TCF teachers and evaluated progress in specific courses

Interactive Research and Development (IRD), Karachi, Sindh

Research Associate, electronic Integrated Management of Childhood Illness (eIMCI) program, 2014–2015

- Worked closely with the project team to localize and adopt the new WHO 2014 eIMCI guidelines for Pakistan
- Curbed absenteeism among field health workers by 30% by hosting regular team huddles on monthly progress
- Augmented patients' enrollment from 1500 to 2000 patients per month and average screening from 60 to 80 patients per day
- Initiated daily hour-long sessions on counseling mothers on nutrition and hygiene, decreasing malnutrition from 20% to 18%
- Doubled immunization status of children (4000-8000) by applying data analysis techniques on pediatric patient data, thereby gaining insights into reasons for un-immunization

Social Policy and Development Center (SPDC), Karachi, Sindh

Project Assistant, Working and Living Conditions of Female Domestic Workers in Pakistan, 2013–2014

- Framed research questions, carried out field work in multiple cities, conducted focus group discussions with employers, analyzed data qualitatively and quantitatively in detail, and identified existing gaps and challenges faced by female workers
- Facilitated stakeholders and created awareness amongst the female workers about their rights
- Trained enumerators and moderators to carry out data collection in targeted areas

Le'cole School for Advanced Studies, Lecturer of Managerial Economics, 2013–2014

Institute of Business Administration, Research Assistant Intern, Summer 2012

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Clinical course in IMNCI from World Health Organization & Government of Sindh, 2014
- Publication: *"Baluchistan Budget: A transition towards social development"*, Business Recorder, September 2014
- Volunteered during USEFP Exchange Program; Rosewood on Broadway, Great Plains Food Bank, the Arc Attic Treasures
- Volunteered at Sada Foundation Children's Hospital (2008), Human Rights Education Program (2002-2007)
- Cultural Ambassador to Japan, nominated by the SAARC Education Program, 2008
- Technical Skills: Proficient in SPSS, Stata and Excel
- Advanced oral and written English and Urdu; Beginner Persian
- Hobbies include reading non-fiction and Urdu poetry, travelling, camping, and Zumba



Leanna Mora

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance scholarship, 2016

University of Windsor, Windsor, ON

Bachelor of Social Work with Distinction, 2016

- Golden Key Membership
- Dean's Honour List, 2014-2016

EMPLOYMENT EXPERIENCE

Wyndham House, Guelph, ON

Youth Support Worker, 2016

- Provided homeless youth with housing, educational alternatives, and social supports that promote a successful transition to adulthood
- Certified in non-violent crisis intervention
- Certified in CPR and First Aid training
- Maintained order and stability in a residential home for homeless youth by performing intake, crisis intervention, and reinforcing Wyndham House policies and rules to all youth
- Order and stability in the home is maintained by reinforcing policies and protocols to all youth such as curfew, behavioural expectations of youth in the program, using a harm reduction approach, and encouraging responsibility and self-determination of all youth that Wyndham House serves

Peer Support Centre, University of Windsor, Windsor, ON

Peer support counsellor (volunteer), 2015–2016

- Provided a support system to university students when in crisis and trained on the proper protocols to take when in a high- risk situation
- Advocated for the mental, emotional, and physical health and empowerment of all students
- Participated in PR weeks that advocate for and engage University of Windsor students to take control of their mental, emotional, and physical health by visiting the Peer Support Centre and talking to their peers when in a time of need
- Completed notes and referrals of students that visited the Peer Support Centre

Pathway to Potential, Windsor, ON

Student internship, 2015–2016

- Focused on policy development including food security and financial security for Ontario's working poor
- Grant writing
- Community engagement and public speaking on behalf of Pathway to Potential.
- Acted as an advocate for the economic and social well-being of all individuals living in Windsor-Essex

Buck or Two Plus, Supervisor, 2011–2016

City of Guelph, Wading pool attendant, 2013–2015

Women in Crisis, Volunteer, 2012–Present

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Published writer on financial security and food security
- Connecting4Success Mentor to first year social work students
- After school tutor at Children's Aid Society, Windsor, ON
- Bringing in the Bystander: Intervening to Prevent Sexual Assault certified



Samantha Morrison

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Toronto, Toronto, ON
Project Management Certificate, 2015

University of Waterloo, Waterloo, ON
B.A. (Honours) Business and Legal Studies – Financial Regulation Specialization, 2011

EMPLOYMENT EXPERIENCE

Ralph Thornton Centre, Toronto, ON
Vice President - Board of Management, Sept 2015 – ongoing

- Oversight of management, financing, operations, and maintenance of community centre ensuring legislative compliance
- Evaluation of resource procurement and allocation in support of activities, programs, and services of the community centre

Finance, Personnel and Fundraising & Marketing Committee member, Sept 2015– ongoing

- Advise and assess board governance policies and operational policies; examples include committee structure mandates, conflict of interest, purchasing, finance, HR, and data collection policies
- Implementation of committee mandates including website redevelopment, financial statement preparation, personnel assessments

Mackenzie Investments - Strategic Charitable Giving Foundation, Toronto, ON

Foundation Administrator, Feb 2016 – Sept 2016

- Oversight of financial trading process through communication with brokers, financial advisors and fund companies
- Handled accounts ranging from \$25,000 - \$5,000,000 and created reports for compliance and analysis
- Facilitated the distribution of grants to charitable organizations
- Responsible for the delegation of daily work objectives to ensure t+3 turn around time

Girl Guides of Canada, Toronto, ON

Membership Support, Jan 2014 – Feb 2015

- Managed departmental purchasing, inventory/expense tracking, accounts payable/receivable for organizational membership
- Administered membership applications, monitored screening process and requirements, and member training

Administrative Community Leader for South-East Toronto (volunteer), Mar 2013 – Jan 2014

- Managed 170 Girl Guide Leaders through placement interviews, progress evaluations, coaching, and conflict resolution
- Coordinated community projects i.e. member recruitment, event planning, etc.

John Reble, Barrister & Solicitor, Waterloo & Toronto, ON

Legal Researcher, Sept 2010 – Mar 2013

- Conducted research for planning, zoning, and environmental cases
- Drafted court documents, prepared case analysis and fact summaries
- Communicated with stakeholders to orchestrate case progress and disclosure

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Ralph Thornton Centre representative at Ontario Nonprofit Network conference
- Project Management Institute member
- Exposure to professional PM software
- Girl Guides of Canada Joint Health and Safety Committee
- Ministry of Labour Joint Health & Safety Certificate (License ID G45983)



Leah Mulholland

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Queen's University, Kingston, ON

Bachelor of Arts Honours, Graduated with Distinction, 2016

- Major in Religious Studies
- Dean's Honour List 2014 – 2016
- Queen's University Excellence Scholarship
- Queen's University Harold Cohen Book Prize for Religious Studies and Robert Bater Award for Jewish Studies

EMPLOYMENT EXPERIENCE

Terra Restaurants, Thornhill, ON

Office Administrative Assistant, Summer 2016

- Responsible for vendor purchasing, handling telephone and online reservations, and general administrative duties

Queen's University, Kingston, ON

Desk Service Representative, Aug 2014 – April 2016

- Provided services and information to residence student population, parents, staff and conference guests and acted as a liaison in maintaining communications between the University and all parties
- Managed front desk, responsible for financial transactions, mail distribution, telephones, equipment, and facilities

Kaleidoscope, Queens University AMS Program, Kingston, ON

Volunteer, Sept 2012 to April 2016

- Provided weekly visits to local elementary school as a buddy/mentor providing tutoring, socializing and assisting with activities

Farleyco Marketing, Markham, ON

Administrative Assistant, Summer 2013, Summer 2014

- Responsible for administrative duties for health and beauty distributor including data spreadsheets for customer and product listings, filing, order entry, sorting mail, handling reception and telephones when required

Bloomington Downs Golf Course, Customer Service, Summer 2016, service to guests in Pro Shop or food services on the course

Westin Hotel, Toronto Recreational Assistant, Summer 2015, provide hospitality services and information to guests

Pace Academy for Gifted Children, Sept 2009 – June 2012, provided aftercare assisting children with homework, tutoring, activities

Town of Richmond Hill, Volunteer, 2010, campaign work for Regional Councilor candidate

JP Accounting and Tax Services, Markham Administrative Duties, Summer 2009, created customer data base for the company

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- One of 12 Canadian top students selected by the School of Religion, Queen's University, to present my research "*Private Islamic Schools in Western Secular Nations*" at Engaging Religion in the World Undergrad Student Conference, October 2015
- Selected as a delegate for Queen's Model Parliament (QMP) conducted in Canada's House of Commons in Ottawa in 2016, 2015, 2014 and 2013 and Queen's Model United Nations (QMUN) in 2014
- Selected as a delegate and key participant for the 39th (2011) and 40th (2012) assemblies of SOMA (Southern Ontario Model United Nations Assembly) held at U of T- Presented to the Ontario Governor General as a representative of SOMA
- Volunteer Note Taker for Queen's University 2014 and 2015, providing class notes for students with disabilities
- Town of Richmond Hill, Short Story Contest Winner awarded for writing and creative skills
- Toronto Star High School Newspaper Awards 2012, Writer, Team Member 2nd Place Best Newspaper of 895 entries
- The Royal Canadian Legion National Literary Remembrance Day Contest, 2nd Place Best Essay awarded for writing skills
- Over 500 Volunteer hours including work with severely disabled adults at Community Living York South, York Region



Filiz Ozmisir

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Toronto, Toronto, ON
Bachelor of Science in Nursing, 2010

- Specialization in Obstetrics
- Recipient of the Peer Recognition Award, Nursing Undergraduate Society
- Dean's Honour List, 2010

EMPLOYMENT EXPERIENCE

Brampton Environment Advisory Committee (BEAC), City of Brampton, Brampton, ON

Appointed Committee Member, 2015-Present

- Assisting and advising the Council on environmental planning policy and integration of environmental sustainability considerations to promote protection and enhancement of the City's natural and built environment

William Osler Foundation President Advisory Committee, City of Brampton, Brampton, Ontario

Appointed Committee Member, 2015-Present

- Appointed to the committee by the Honourable Mayor of Brampton Ms. Linda Jeffrey
- Attending meetings to create effective methods, short terms and long term objectives to raise funds for the William Osler Foundation
- Searching for philanthropists and potential organizations that could contribute to \$15M Matching Challenge which will help building and re-opening Peel Memorial Hospital

Sunnybrook Health Sciences Centre, Toronto, ON

Registered Nurse, Fall 2010

- Practiced in the Labor and Delivery Suites under the scope of practice determined by the College of Nurses of Ontario
- As a vital member of the health care team, effective communication skills, quick decision making abilities, and advocating for patients are the key elements to succeed in this high-paced and highly stressful environment
- Recipient of the Champion of Care Pin, Sunnybrook Hospital

Inter PR Public Relations, Istanbul, Turkey

Media Relations Manager, 1999–2003

- Analyzed the media and developed strategies for clients
- Created events and organizations to increase clientele appearance in the targeted media
- Prepared media reports and briefings
- Maintained effective relationships with the broad spectrum media
- Created and executed various PR activities for clientele

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Advanced conversational and written Turkish; Beginner French
- Panelist, 2014 LadiesFund to promote Education for Girls around the world; invited to speak about professional growth of women to a group of 100 people
- Green-lit Nomination Candidate for the Member of Parliament; signed 2500 memberships to a major political party within 3 months; strategized and executed the election campaign; recruited 300 volunteers; attended many events to speak to over 400 people; attended several TV and radio interviews
- Organized many fundraising activities and community events to help vulnerable populations around the world and in Canada to help bring equality and justice for all



Rachel Padillo

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto, Mississauga, ON

Honours Bachelor of Science, Graduated with Distinction, 2016

- Double Major in Statistics and Sociology
- Recipient of Entrance Scholarship, Gordon Cressy Student Leadership Award, and Principal's Involvement Award

EMPLOYMENT EXPERIENCE

University of Toronto Mississauga (UTM) Career Centre, Mississauga, ON

Research Assistant, 2015 – 2016

- Designed a survey consisting of three sections on Campus Labs (an integrated software of assessment tools for higher education) in order to study the current employment and/or further education statuses of 2,155 graduates from 2015
- Analyzed quantitative survey data using SPSS as well as qualitative data and wrote a report to establish connections between recent graduates' degrees and university experiences with their experiences in the job market after graduation

BDI Canada, Brampton, ON

Summer Intern, 2015

- Updated and organized company's orders and merchandise on a database called System Advantage Purpose (SAP), conducted costs-benefits calculations using Excel and SAP to optimize the company's profit margin while forecasting productivity

UTM Department of Student Life, Mississauga, ON

Program Assistant, 2014 – 2015

- Transcribed qualitative results from three focus groups and organized the demographic information of the participants to provide more information on the post-secondary experiences of first generation students from different age cohorts
- Collaborated with leaders from all of the University of Toronto campuses to organize and plan the Tri-Campus Trailblazers Conference for first generation students as well as facilitated professional development workshops at the conference

UTM Department of Sociology, Mississauga, ON

Research Assistant for Professor Zhang, 2014 – 2015

- Conducted descriptive and inferential statistical analysis and used logistic regression on responses from Peking University's "China Family Panel Studies 2010 Questionnaire" using SPSS, in which 12,962 respondents were included in the study
- Studied the job satisfaction and wellbeing of Chinese working women to contribute to occupational health research
- Presented research paper at Engage 2015: Making the Familiar Strange in the Social World, the 15th Annual Graduate Student Conference for the departments of Sociology and Anthropology at the University of Guelph

Co-Curricular Record (CCR) Local Evaluation Committee, UTM, Committee Member, 2015-2016

Quality of Services to Students (QSS) Working Group Committee, UTM, Committee Member, 2015

Elections Canada, Poll Clerk, 2015

Newcomer Centre Peel, (Volunteer) Mentor, 2015

Department of Student Life, UTM, utmPLUS (upper year transition) Coach, 2015

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Programmed, coded, and conducted statistical analysis using statistical packages such as R and SPSS
- Assessed government data, such as the National Household Surveys, using University of Toronto's Public Use Microdata File
- Presented research paper at the 2016 Gastronomy, Culture, and the Arts Conference for the Department of Language Studies
- Panelist, 2015 Eagles Take Off - Orientation Week; invited to speak to a group of parents and first year students
- Events Coordinator, World Wild Life Foundation (WWF) at UTM, 2015 – 2016
- Volunteer Mathematics Tutor, Saturday Program Mississauga (an academic support program for underprivileged youth), 2014



Alexander Petras

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Saint Louis University, Saint Louis, Missouri, USA

Master of Arts with High Distinction, 2015 Specialization in Byzantine and Medieval History

- Research and Teaching Assistantships with full funding, 2013-2015
- Specialization in Byzantine and Medieval History

University of Toronto, Toronto, ON

Honours Bachelor of Arts with High Distinction, 2012

- Major in Classical Languages, Major in Medieval Studies, Minor in Classical Civilizations
- In-course Scholarship for Academic Merit, 2009
- Dean's List/High Honour Roll, 2009-2012, Winner 2012 Medieval Latin Award, 2 Greek Translation Prizes
- Co-president Medieval Studies Undergraduate Society (MSUS)

EMPLOYMENT EXPERIENCE

Ontario NDP, Toronto, ON

Fundraiser, Spring, 2016

- Secured over \$3000 weekly, exceeding weekly fundraising target by over 300%
- Increased membership rolls by explaining NDP goals to new voters, selected to campaign in by-election for NDP candidate

Greekdrama Books, Toronto, ON

Office Manager, 2015-2016

- Managed and updated databases with 20,000 units of inventory totaling over 1 million CAD
- Handled accounts receivable

Toronto Centre NDP, Toronto, ON

Campaign Worker, Summer/Fall, 2015

- Researched, ascertained voter intentions via door-to-door interviews; selected surveys and crafted campaign responses
- Volunteered, then hired by campaign as a paid employee

Saint Louis University, St. Louis, Missouri, USA

Teaching and Research Assistant, Department of History, Fall 2013 – Spring 2015

- Organized and taught 3 tutorials per semester of European History, managed and graded assignments and examinations for over 60 students each semester
- Developed strategies for individual students to improve core writing and analytical skills in addition to basic course objectives
- Conducted statistical analysis of thousands of historical figures as background research for publication
- Assisted in creation and management of a database of historical figures/professions

Scotia Capital Inc., Toronto, ON

Accounting Officer, Securities Operations – Stock Transfers, 2012–2013, Summer 2014

- Researched stock, bond, and GIC information for Scotiabank branch managers and account executives
- Advised on trading status of stock, and on the advisability of selling securities on behalf of Scotiabank clients
- Ran the Accommodation Trading Desk at Scotia Capital

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Fluency or reading knowledge of French, Greek and Latin
- Volunteer organizer for Scarborough Town Hall with Andrea Horwath on the privatization of Hydro One



Alexandra Pileggi

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- In Collaboration with Ethnic and Pluralism Studies

University of Guelph, Guelph, ON

Master of Arts, Sociology, 2016

- Recipient of the Dean's Scholarship, 2014 and 2015
- Recipient of the Board of Graduate Studies Research Scholarship, 2014 and 2015

University of Toronto, Toronto, ON

Honours Bachelor of Arts with Distinction, 2014

- Double Major in Sociology and Criminology
- Recipient of the Undergraduate Entrance Scholarship in 2010

EMPLOYMENT EXPERIENCE

Ministry of Community and Social Services – Family Responsibility Office, Toronto, ON

Office Assistant, Summer 2016

- Researched, analyzed and entered client information using a number of highly confidential databases for the purpose of case management and administration
- Communicated the findings of each search through clear and concise summations to case owners and senior staff
- Maintained the anonymity and confidentiality of client information in accordance with proper Ministry policy and procedures

University of Guelph, Guelph, ON

Teaching Assistant, September 2014 – April 2016

- Responsible for the following courses: SOC1000* Sociology, Winter 2016 and Fall 2014; SOAN2120* Introductory Methods, Fall 2015; SOC1500* Crime and Criminal Justice, Winter 2015
- Provided computer lab tutorials to aid students with SPSS software download and use
- Addressed student inquiries and concerns via email, online discussion forums, and scheduled office hours
- Graded student research papers and projects with positive and constructive feedback, as well as accurately inputting final grades into student files using university web-interface

University of Guelph, Guelph, ON

Engage Conference Chair (Volunteer), 2016

- Responsible for the overall organization and preparation of the Department of Sociology and Anthropology Graduate Student Conference, themed *(Re)Thinking Social Transformation: In the Community, With the Community*
- Researched potential grants and secured adequate funding with the completion of grant proposals and sponsorships
- Secured keynote speaker knowledgeable in the field of community engaged scholarship, as well as graduate student presenters from across Ontario

Elections Canada, Polling Clerk, October 2015

The Real Canadian Superstore, Bakery Clerk, 2008-2015

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Active volunteer in the organization and implementation of fundraising events for The Federated Health Campaign, 2016
- Presented work on Canadian Temporary Foreign Workers at both the University of Guelph *Engage Conference* (March 2015) and the *National Pathways to Prosperity Conference* (December 2015)
- Received the Wilda M. Blacklock Scholarship for involvement and volunteer contributions to the University of Guelph's Department of Sociology and Anthropology, 2016
- Received the Loblaw's Academic Achievement and Community Involvement Scholarship, 2013
- Enjoys recreational soccer, beach volleyball, and yoga



Danielle Pineda

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto, Scarborough, ON

Honours Bachelor of Arts, 2016

- Double Major in Political Science and Media Studies
- Graduate Award in Political Science
- Dean's List, 2012-2016
- President's Entrance Scholarship, 2012
- Governor General's Silver Award Nominee (Arts)
- Graduated with High Distinction
- University of Toronto Scholar, 2013
- Elected Vice President of Academics (two terms), UTSC Political Science Students Association

EMPLOYMENT EXPERIENCE

Ministry of Health and Long-Term Care, Toronto, ON

Policy and Programs Assistant, May 2016-August 2016

- Supported the Ministry's Blood Programs Coordinating Office (BPCO) in policy and program planning and delivery
- Reviewed various health technology proposals as they relate to the BPCO and performed cost-benefit analyses to guide policy recommendations to senior management and advisory committees; key portfolios included Ontario's Intravenous Immune Globulin Strategy and the Blood Utilization Strategy
- Created funding packages for internal and external stakeholders, which included drafting issues and briefing notes, Ministers' and Assistant Deputy Ministers' letters and funding package calculations while paying close attention to detail
- Aided the BPCO in performing its secretariat function to provincial health advisory committees by preparing meeting agendas, minutes, and slide decks and by acting as a liaison between working groups, stakeholders and the Ministry

Legislative Assembly of Ontario, Toronto, ON

Legislative Usher, September 2015-Present

- Use thorough knowledge of the legislative process to work closely with the house clerks and Ontario Provincial Police Special Constables to ensure the rules and protocols of the Legislative Chamber are maintained
- Assist with the set-up of the Legislative Chamber before and during House sessions by organizing the necessary bills, orders, votes and Hansard documents to maintain orderly House proceedings
- Provide supplementary support to legislative pages and aides when carrying out tasks in the Chamber for Members of Provincial Parliament (MPP) while maintaining tact and diplomacy

Ministry of Health and Long-Term Care, Toronto, ON

Litigation Records Search and Review Assistant, June 2015-August 2015

- Assisted the Ministry's Health Promotion and Implementation Branch, specifically the Tobacco Control Unit, in extensively collecting and organizing relevant legal documents in an ongoing \$50-billion provincial civil litigation suit
- Employed record management practices to ensure convenient processing and retrieval of documents in legal discovery process
- Created a consolidated document database containing over 4,000 litigated documents to ensure seamless turnover to the Legal Services and Corporate Management Branch
- Prepared detailed weekly reports to track litigation progress and results

University of Toronto, Research Assistant, March-May 2016

Ministry of the Attorney General, Clerk's Assistant, September 2010-February 2011 (Co-Op)

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Conducted supervised research with Professor Phil Triadafilopoulos on the evolution of Canadian refugee and asylum policy
- Selected as a University of Toronto delegate in the search for *The Next 36*, a Canadian Entrepreneurial Leadership Initiative
- Served as a volunteer for University of Toronto's AccessAbility Services for the past four years
- Private tutor for undergraduate Political Science and Public Policy students; all students tutored attained A- or higher in their respective courses
- Avid fitness and outdoors enthusiast and Olympic weightlifter



Lina Pulido

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Calgary, Calgary, AB

Bachelor of Arts, 2016

- Specialized in International Relations, Minor in French
- Focused on International Institutions and Governance, Latin American Region
- Elected Vice President of Model United Nations team, 2014

EMPLOYMENT EXPERIENCE

Université de Bourgogne (ISAT), Nevers, France

Lectrice d'anglais, September 2015- August 2016

- Developed lesson plans which required independent research and collaboration with other professors
- Taught English conversation classes 4 times a week to engineering students of varying levels
- Prepared students for internships by reviewing application documents (CV's and cover letters), and conducting mock interviews in small groups or one on one
- Created and executed workshops that focused on business English along with preparing the students for the final TOEIC exam; a focus on an expansion of vocabulary, reading comprehension and listening comprehension, in small groups or one on one
- Was able to contribute to the student's overall knowledge of the English language, as well as increasing their participation in class discussions by the end of each semester

Ministry of Immigration Quebec, Montreal, QC

Intern, May- August 2013

- Organized meetings with national and international participants involving constant communication and event logistics such as booking rooms, arranging necessary accommodations and compiled meeting notes
- Researched and reported important talking points for the ministry from past meetings for future meetings; the agreements that had been made, history of the issues, participant's positions on the issues
- Operated the computer system, organized files from previous meetings, plans for future meetings
- Gained an understanding of the complex and detailed immigration process in the province of Quebec while improving French speaking, writing and reading skills

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Fluent in Spanish and English, Advanced spoken and written French
- Interested and currently learning Portuguese
- Finance Minister and Vice President of University of Calgary Model United Nations Team, participated in conferences such as UBC MUN (at University of British Columbia)
- Chaired the High School Model UN at the University of Calgary 2014 General Assembly, 2015 Security Council
- Assisted two international students in setting themselves up and prepare for campus life as part of the Exchange Student Mentoring program
- Participated in an exchange program at Sciences Po. Lille in 2014
- Passionate about travel and integration into many different cultures
- Play recreational soccer year-round



Eva Quattrini

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto, Toronto, ON

Honours Bachelor of Arts, 2015

- Double Major in International Relations and Anthropology
- Graduated with distinction

EMPLOYMENT EXPERIENCE

Tutorino, Toronto, ON

Senior Instructor of Italian and Spanish Linguistics and Culture, 2013 - present (part-time during studies)

- Taught one-on-one and small/medium size group classes for working professionals
- Designed and executed customized curricula according to the needs and language background of students ranging from beginner to advanced level
- Researched study material and developed study guides focused on grammar, vocabulary and listening/writing comprehension
- Organized customized European travel itineraries for clients
- Since 2013 have built and maintained a client portfolio of close to 100 students, many of which have become long-term repeat clients

The 519, Toronto, ON

Member Relations Assistant (Volunteer), 2012–2015

- Provided administrative support relating to the organization and execution of member relations, fundraising initiatives and events (focused on serving the LGBTQ community, The 519 counts more than 250,000 visitors/year)
- Managed communication and correspondence with internal and external stakeholders including the preparation of promotional material and newsletters
- Supported record keeping and donor database management using MS Excel and Giftworks (CRM software for Non-Profits)
- Provided logistical support and managed deadlines during large events including The Annual 519 Gala, Starry Night and Pride Toronto

University of Calgary, Department of French, Italian and Spanish, Calgary, AB

Teaching Assistant, 2009–2010

- Independently taught and organized beginner and intermediate undergraduate-level Italian tutorials
- Designed tutorials to provide engaging language exercises aimed at increasing comprehension of verbal and written language
- Coordinated and conducted weekly office hours and corrected/graded assignments and essays
- Typical tutorials consisted of close to 20 students 3-times/week for 50 minutes

Toronto Humane Society, Volunteer, Assisted in the rehabilitation and care of rescued animals, 2012-2013

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Fluent in verbal and written English, Spanish (took 2 years of university courses and engaged with Spanish speaking community) and Italian (mother tongue)
- Advanced level of verbal and written French (took courses at Collège Boréal) and Portuguese (took 2 years of university courses)
- Extensive travel experience throughout Australia, South East Asia, Europe and North/South America
- Proficient in MS Excel, Word, PowerPoint, Outlook



Alexandra Rabbitte

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship 2016

Mount Royal University, Calgary, AB

Communications, 2014

- Specialization in Journalism
- Co-Founder of Progressive Conservative Youth Club and Vice President of Communications
- Dean's Honour List, 2011-2013

SAIT Polytechnic, Calgary, AB

Business Administration, 2011

- Specialization in Marketing

EMPLOYMENT EXPERIENCE

dHz Media, Calgary, AB

Senior Account Coordinator, November 2015-Present

- Created Press Releases and media kits for variety of clients
- Liaised with clients and media to obtain measureable results and return on investments
- Arranged for media and editorial advertising with developers, worked with media to achieve direct sales success, with one project resulting in \$4.5 million in sales as a result
- Drafted letters to government officials and worked with them in gaining support for various development projects

Executive Branch, Government of Alberta, Edmonton, AB

Premier of Alberta Communications Assistant, 2014-2015

- Managed all of the Premier of Alberta's social media accounts
- Worked with a team to create Strategic Communications plans for Premier of Alberta, Hon. Jim Prentice
- Assisted in Press releases, media monitoring and key messaging from Premier of Alberta
- Coordinated and created briefs for Premier of Alberta on various topics, and feedback from Albertans

Legislative Assembly of Alberta, Edmonton, AB

Researcher, May- September 2014

- Supported Member of Legislative Assembly with session prep, member's statements, and questions for the house
- Researched issues and created briefings for member on variety of issues that fell under provincial jurisdiction

Legislative Assembly of Alberta, Summer Student, Summer of 2012

Holt Renfrew, Menswear Sales Associate, 2010-2012

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- City Editor, *The Calgary Journal*, 2013-2014
- Board Member, Calgary Immigrant Women's Association
- Brand Representative (Skimm'bassador), theSkimm.com
- Member of Progressive Conservative Association of Alberta & Progressive Conservative Youth of Alberta
- 3-time recipient of Jason Lang Scholarship for Academic Excellence
- Hobbies include Tennis, Golf, Running, Photography, and Graphic Design
- International Field School Certificate for University Exchange in Amritsar, India



Amina Raffi

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

York University, North York, ON

Bachelor in Health Studies, 2016

- Specialization in Health Policy with Distinction
- York University Continuing Student Scholarship
- Dean's Honour List, 2016

EMPLOYMENT EXPERIENCE

The Institute for Social Research York University, North York, ON

Data Collection Clerk for Health Research, September 2012- present

- Conducted surveys via telephone calls to obtain public opinions regarding health policy
- Worked closely with the public to promote awareness and provide surveillance on health issues such as chronic diseases, tobacco use and smoking by-laws
- Gathered, analyzed and reported daily survey statistics
- Completed a set amount of surveys in order to meet quotas

Microm Management Accountants, Etobicoke, ON

Junior Bookkeeper, 2007–2010

- Handled Accounts Payable/Receivable and expense control procedures
- Maintained accounts reconciliation, and invoices such as purchase order/ inventory verifications, charge back and rebate
- Maintained accurate month ending closing and financial reports
- Performed accounting transactions and resolved discrepancies
- Researched vendor and customer payment discrepancies

The Collection House, Debt Collector, 1998-2006

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Published article *"Progress for Equality"* in the Boyce Collegian College Newspaper while studying in the Physical Therapy Assistant program in Pittsburgh, PA
- Received invitation for membership in Phi Theta Kappa in the International Honors Society of Two-Year Colleges
- Proficient use of statistical software SPSS for quantitative and qualitative analysis
- Member of Law and Society Club at York University, 2012-2014
- Currently pursuing the LSAT



Kelly Rahardja

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto, Toronto, ON

Honours Bachelor of Arts with High Distinction, 2015

- International Relations Specialist, American Studies Major, Political Science Minor
- Gordon Cressy Student Leadership Award, 2015
- Associates of the University of Toronto Award for Study of the United States, 2013
- Dean's Honour List, 2014–2015

EMPLOYMENT EXPERIENCE

Statistics Canada, Toronto, ON

Crew Leader, April–August 2016

- Trained and managed 20 personnel for the 2016 Census of Population
- Maintained one of the highest productivity levels in the area, with a 90% completion rate in one month
- Led a specialized team for the Dwelling Occupancy Verification project and became the first team to finish all cases in the area
- Conducted performance quality and cost control; familiarized team members with Census policies and ensured compliance
- Used the online Collection Management Portal system to record progress, submit reports and resolve technical issues

NATO Association of Canada, Toronto, ON

Program Editor Intern, September–December 2015

- Edited submissions for publication and analyzed foreign policy through in-depth research articles
- Assisted senior management in project planning; submitted weekly progress and post-event reports
- Registered and issued security passes for 200+ conference attendees at Global Affairs Canada and the Mackenzie Institute
- Organized an international panel discussion at Ryerson University in collaboration with the Canadian Armed Forces, Toronto Police Service and Women in International Security, resulting in the most highly attended event of the term

Varsity Publications Inc., Toronto, ON

Board of Directors Member (volunteer), June 2014–June 2015

- Amended company by-laws and regulations; exercised management based on new government policies
- Approved company financial decisions on advertising, banking and investments, while keeping track of profit and expenditures
- Issued official meeting minutes and conducted administrative duties as appointed Secretary to the Board
- Monitored staff elections and campaign periods as the Chief Returning Officer

Emmanuel College Library, Library Assistant, 2012–2015

Yonge and Finch Flower Palace, Part-Time Manager, 2012–2014

Toronto City Mission, Summer Intern, 2013

ADDITIONAL ACTIVITIES AND ACHIEVEMENTS

- Fluent in Indonesian; basic German and French
- Junior Research Fellow at Massey College in the University of Toronto, 2016–2017
- Editor-in-Chief of the University of Toronto Undergraduate Journal of American Studies, 2014–2015
- Mentor for the Global Ideas Institute at the Munk School of Global Affairs, 2014–2015
- Co-founder and Media Consultant for the University of Toronto American Studies Student Union, 2012–2015
- Completed Digital Communications Strategy & Social Media course at the University of Toronto School of Continuing Studies
- A traveler at heart with a passion for literature and foreign languages



Srijoni Rahman

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

York University, Toronto, ON

Specialized Honours in Public Administration (Law, Justice and Public Policy), 2016

- Graduated cum laude and member of Dean's List in final year of studies (GPA: 8.5 or A equivalent)
- Member of the Golden Key Honour Society (awarded to top 15% of the faculty of study)
- Recipient of the York University Nirvan Bhavan Foundation Award for academic success in 2015 and York University Entrance Scholarship in 2012

EMPLOYMENT EXPERIENCE

Ontario Ministry of Children and Youth Services, Toronto, ON

Junior Policy Analyst, May-August 2016

- Researched and synthesized large volumes of information on cognitive, emotional, social and physical domains to provide recommendations and support the development of Ontario's Middle Years Strategy
- Compiled, summarized and analyzed large quantities of raw data from surveys and ethnographies conducted with a wide range of stakeholders
- Audited RFSs from vendors for alignment with requirements outlined in procurement contracts and advised senior leadership accordingly
- Prepared communication materials such as memos, slide decks, recommendation notes, question-and-answer documents, placemats and brochures for the public and for assisting senior leadership with key messaging
- Collaborated with colleagues and stakeholders to coordinate high-profile initiatives and meetings such as the Premier's Council on Youth Opportunities

Ontario Ministry of Education, Toronto, ON

Policy and Programs Assistant, Early Years Implementation Branch, June 2015- May 2016

- Coordinated over 1,200 invitations for the Ministry's high-profile *How Does Learning Happen? Ontario's Pedagogy for the Early Years* engagement sessions for stakeholders
- Collaborated with Child Care Advisors and Education Officers to compile high volumes of data and created a comprehensive visual tool to support stakeholders' delivery of quality child care
- Drafted, routed and tracked daily public correspondences on sensitive issues such as Full-Day Kindergarten class sizes and Wage Enhancement

Ontario Ministry of Education, Toronto, ON

Summer Student, Curriculum and Assessment Policy Branch, June 2013- Aug 2014

- Developed a new paper and electronic archiving system for curriculum documents and policy materials as per guidelines laid out by Ontario Public Archives
- Grouped, compiled and communicated findings from surveys and feedback for senior policy advisors
- Conducted risk assessment for Curriculum Council in collaboration with senior staff

Ontario Ministry of Northern Development and Mines, Summer Student, Summer 2012

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Recipient of the YCAR Undergraduate Asian Diaspora Essay Award for the paper "From Roots to Rhizomes: Hybrid, Diasporic Identities in Hema and Kaushik". Published in York University's *New Voices on Asia* paper series in Summer 2016
- Mentor for The Peer Project by Youth Assisting Youth
- Peer Mentor for York International, 2014-2016
- Student Success Leader for Faculty of Liberal Arts and Professional Studies, 2013-2014



Aidan Robern

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Toronto, Toronto, ON

Honours Bachelor of Arts, 2015

- Double Major in Economics and International Relations, Minor in Political Science
- Second Norman Alexander McClarty Award recipient, 2015
- Dean's Honour List, 2013-2015

EMPLOYMENT EXPERIENCE

G8 Research Group, Toronto, ON

Compliance Analyst (Volunteer), 2015-Present

- Research G8 and G7 members' actions in regards to their commitments at G8/G7 summits since the relevant summit in order to determine their level of compliance to the commitments
- Create approximately 500-word reports evaluating the member country's actions in respect to a G8/G7 summit commitment and score the country on its level of compliance
- Published in June 2016 in the G7 Schloss Elmau Summit Final Compliance Report, within which my compliance report on Japan's commitment to the International tax agenda was included

Club Auto Roadside Services, Markham, ON

CRM Coordinator, 2015-Present

- Employed as a customer service representative in November 2015 and promoted to CRM Coordinator in Spring 2016
- Developed a new Change Management Process for a company of roughly 50 employees so that changes to the call centre were implemented transparently in order to increase operational efficiency
- Responsible for the testing and implementation of innovations and changes to Club Auto's Customer Relationship Management system (Salesforce) so that changes to operations and innovations are processed efficiently
- Analyzed call centre data and matrices and created reports using Microsoft Excel, Salesforce, ININ, and Qlikview in order to find opportunities for cost saving and increased efficiency
- Implemented changes and data analyses that have contributed to over \$100K savings per annum
- Perform additional role in Peer Support to train new hires as well as act a Subject Matter Expert (SME) for veteran staff

Pancho's Bakery, Toronto, ON

Operations Manager, 2013-2015

- Managed teams of up to 8 employees to maximize sales at festival booths across the GTA
- Assisted the CEO in workforce management so that the company would have efficient teams with an optimal number of team members at each worksite (up to 7 worksites on any given day)
- Developed an action plan with the CEO with target sales goals and cost efficiencies for each year

Camp Gesher, Cloyne, Ontario, Counselor, Summer 2011

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- University of Toronto Varsity Blues water polo player throughout my university career
- 2 Time OUA Gold Medalist (2012, 2014), 2 Time OUA Silver Medalist (2011, 2013), Varsity Blues Rookie of the Year (2011)
- 3 Time recipient of the Varsity Blues Academic Excellence Award
- Athletics Enthusiast- I have competed in an Olympic Distance Triathlon and a Half Marathon



Shannon Ross

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

The University of Western Ontario, London, ON

Honours Bachelor of Arts, 2016

- Honours Specialization Political Science, Minor in Women's Studies
- Graduated with Distinction
- Dean's Honour List, 2013-2016

EMPLOYMENT EXPERIENCE

Ministry of Transportation, Accommodations Management Office, St. Catharines, ON

Office Assistant, Summer 2016

- Acted as Assets Administrator while tracking qualifying moveable assets to maximize life of assets at the lowest long-term cost
- Reviewed Move Services vendor invoices to ensure invoicing was consistent with current contractual obligations and controllership principals
- Provided recommendations to improve the Moveable Assets SharePoint site while maintaining compliance with Accessibility requirements and Corporate Service Division oversight
- Assisted with basic administrative duties including data entry, reconciling invoices and responding to telephone inquiries

The University of Western Ontario, London, ON

Head Lifeguard, 2013–2016

- Supervised aquatic facility by providing support to lifeguard staff, delivering immediate response to issues within the facility and responding to customer service inquiries
- Assisted with wet and dry interviews for potential new staff to advise on hiring
- Supported administration of the aquatic facility by tracking hourly bather load on Microsoft Excel spreadsheet to ensure compliance with health and safety standards
- Facilitated undergraduate Kinesiology Swimming Skills course by teaching lifesaving and basic first aid skills to integrate theoretical knowledge and practical experience

Latino-Canadian Community, London, ON

Community Engaged Learning Student (volunteer), Winter Term 2016

- Researched and analyzed changes to Canadian immigration policy that affect immigrants from Latin America
- Interviewed community members who access services provided by the Latino-Canadian Community to understand how Canadian immigration policy influences the ability of Latin-American immigrants to secure stable employment in Canada
- Developed a report, including PowerPoint presentation, to deliver to the Executive Director of the Latino-Canadian Community

Thames Valley District School Board, Violence Prevention Program, London, ON

Program Facilitator (volunteer), 2013–2015

- Delivered presentations and facilitated group activities about intimate partner violence to high school students
- Responded to questions and directed students to appropriate resources to acquire additional information about intimate partner violence

London Anti-Bullying Coalition, Community Engaged Learning Student (volunteer), Autumn Term 2015

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Published in *Tulips* 2015/2016, Women's Studies Undergraduate Journal, 'Goggles and Political Change: The Importance of Materiality in Feminist Theory'
- Vice President, Women's Studies Student Collective, University of Western Ontario, 2015–2016



Anna-Kay Russell

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Glendon College, York University, Toronto, ON

Honours International Bachelor of Arts (iBA), 2015

- Specialization in Environmental Studies with a Minor in Psychology
- Graduated First Class; Dean's Honour List
- Recipient of Glendon's Bilingual Certificate of Excellence with Distinction and Program Department Prize

EMPLOYMENT EXPERIENCE

Ontario Public Service – Ministry of Indigenous Relations & Reconciliation (MIRR), Toronto, ON

Policy and Programs Assistant, Summer 2016

- Communicated with 107 First Nations communities, coordinating funds for rehabilitation projects and maintaining healthy, positive relations with Indigenous partners
- Provided analytical input and background knowledge for allocation of MIRR Green Investment Fund future prospects
- Worked alongside strong leaders in policy management, gaining invaluable advice and insight into public service experience

York University - Adapting Canadian Work, Toronto, ON

Research and Administrative Assistant, 2015–2016

- Organized and managed a conference in Toronto for a 130-attendant public panel including 30 international academic researchers
- Collected and organized data for research projects from participating academics and provided input in research Working Groups during the conference
- Developed media techniques, using software like Adobe, InDesign to design public panel advertising; WordPress website uses, administering the monthly research report and Microsoft Excel, organizing incoming and outgoing project finances

Caño Palma Biological Conservation Station – York International Internship Program, Tortuguero, Costa Rica

Turtle Monitoring & Research Intern (volunteer), Summer 2013

- Gathered and organized data collected from animals and the changing environment during field work
- Promoted after one month from night patroller to Lead morning patroller owed to excellent task management and completion in a challenging environment
- Exercised interpersonal skills, creating and maintaining connections with Costa Rican locals in a collective conservation effort

York University – Canadian Conservation in a Global Context, Research Assistant (part-time), 2014-2015

Brampton Blue Dot Movement – David Suzuki Foundation, Committee Member (volunteer), 2015-Present

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Fluent in English and French (reading, writing, speaking); Intermediate level in Spanish
- Avid baker, traveler and photographer, creative writer; music (singing) is my art
- Attended Leading Change and GLOBE summit for sustainable business as youth delegate in Vancouver, March 2016
- Participated in LeaderShape, a week-long leadership seminar, collaborating with fellow students and teachers on how to promote equal leadership in the university



Talha Sadiq

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto Scarborough, Toronto, ON

Honours Bachelor of Arts, International Development Studies, 2015

- Specialization in Political Economy and Development Economics; Major in Environmental Studies
- Dean's Honour List, 2015
- Graduated with High Distinction

EMPLOYMENT EXPERIENCE

United Nations World Food Programme (WFP), Dushanbe, Tajikistan

Reporting and Communications Consultant (Internship), 2016

- Analyzed data for WFP's household-level food security survey in Tajikistan; co-drafted 17th Bulletin of the Food Security Monitoring System and Integrated Food Security Phase Classification (IPC) 2016
- Supported the rural development unit in analyzing impact of WFP's Food Assistance for Assets (FFA) activities on climate change adaptation and disaster risks reduction; contributed to FFA operational plan; prepared reports and briefings to disseminate analysis findings
- Drafted articles, press releases, success stories and designed promotional material to increase School Feeding, Nutrition, FFA and TB program visibility; updated and restructured WFP Tajikistan's webpage
- Collaborated with management to devise policy briefs, presentations, project and funding proposals; developed monthly progress reports in close consultation with senior management

STAND Canada, Toronto, ON

Policy Researcher and Blog Writer (volunteer), 2015

- Contributed to organizational research initiatives that reacted to developments and events pertaining to genocide and Canadian foreign policy
- Researched and analyzed current literature for new policy recommendations, created content and wrote over 10 articles published on different STAND platforms including social media, newsletters, and the website

University of Toronto, Toronto, ON

Research Assistant, 2015

- Conducted a meta-analysis of functional traits of various staple crops and analyzed the relationship between crop functional biology and climate vulnerability modeling
- Analyzed and interpreted quantitative data procured from peer-reviewed papers and published reports

Ontario Science Centre, Toronto, ON

Host (Science Communicator), 2011 – 2016

- Applied customer service and communication skills to engage visitors by helping them discover and experience all that the centre had to offer; assisted with knowledge translation and interpretation of research studies
- Delivered various demonstrations and presented to over 12,000 visitors annually, prompting selection to lead peak season features; researched, prepared, and led programs/workshops for groups of children and adults

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Oxfam Canada UTSC, Co-president- directed a team of 6 executives; recruited and trained volunteers; organized several fundraising events campus, 2014-2015
- Associate Editor of Juxtaposition Global Health Magazine, University of Toronto's premier global health magazine
- Language skills: Advanced oral and written Urdu; conversational Punjabi and Hindi
- Proficient using Adobe's Creative Suit, MS Office and SPSS



Harpreet Sahota

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

York University, Toronto, ON

Honours Bachelor of Administrative Studies, 2014

- Major in Management
- Entrance Scholarship, 2010
- Sessional Academic Achievement List, 2014

EMPLOYMENT EXPERIENCE

Active International, Toronto, ON

Media Assistant, 2015 – 2016

- Booked and monitored broadcast media campaigns for 5-7 client accounts to ensure goal achievements between 90-100%
- Assisted in the buying process by building schedules to meet client goals focusing on key components of the brand and primary demographic
- Analyzed and reported actual campaign performance and identified reasons for over/underachievement to the client
- Reconciled invoices and resolved discrepancies for client billing on a monthly basis

Big Brothers Big Sisters of Peel, Brampton, ON

Leader of Group Mentor Program (Volunteer), 2013 – 2015

- Mentored and acted as a role model for teenage girls to promote their healthy development and enhance their self esteem
- Organized bi-weekly group outings through local organizations and businesses based on common interests of the group
- Managed a monthly budget of \$150 amongst a group of 15 and administered all payment transactions
- Acted as a liaison for teen's parents, fellow mentees and our assigned caseworker to communicate important information about upcoming outings/events

Knight's Table, Brampton, ON

Administrative Assistant (Volunteer), 2014 – 2015

- Maintained volunteer information across multiple mediums to effectively file and save information to be easily accessed by the Volunteer Coordinator
- Facilitated the volunteer recruitment process when necessary
- Assisted clients in their active job search by editing and drafting tailored and polished resumes
- Supported the planning and facilitation of local events focused on promoting awareness of issues surrounding poverty and hunger in Peel region

LiveGreen Toronto, General Volunteer, 2016

Ford Canada, Accumulator/Air Desk Shipper/Order Picker, 2011 – 2016

Mad Science, Mad Scientist and Clubhouse Chess Leader, 2014

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Active volunteer in areas of preventative healthcare, community youth programs, poverty eradication and environmental sustainability
- Passionate about health and wellness, equal rights, environmental regulation and other social issues
- Authored reports to analyze goal achievements of organizations from ethical and strategic perspectives
- Acted as an ambassador and volunteer at both secondary and post-secondary institutions
- Health and fitness enthusiast, enjoy playing soccer and volleyball in recreational leagues
- Interests include outdoor activities, traveling, writing, art, weight lifting, hiking and volunteer work



Matthew Sapin

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of King's College, Halifax, NS

Bachelor of Arts, 2016

- Specialization in Political Science, Minor in French
- Dalhousie University Rowing Club President (2015 season)
- Dean's Honour List, 2015

EMPLOYMENT EXPERIENCE

Dalhousie University Rowing Club, Halifax, NS

Co-President, 2015

- Managed club executive council by holding weekly meetings, creating agendas and assigning duties to executive council members such as budgeting, recruitment, fundraising and volunteering for our Learn-To-Row program
- Updated team website with current information and created 2014 recruitment video
- Assisted coaches with regatta participation planning and coordination by booking all travel and lodging arrangements, created schedules and itineraries for the team
- Liaised with Dalhousie Student Union and Athletics Department to apply for appropriate travel and lodging permissions
- Engaged with prospective recruits and other universities, responded to a variety of inquiries, complaints, requests and comments from team members, students and coaches on a daily basis
- Competed in all regattas and attended all practices and qualified for Nationals in three successive years

Elections Canada, Halifax, NS

Information Officer (Special Voting Rules Expansion, Halifax Riding), October 2015

- Answered inquiries of voters and provided information about voting process, ridings, candidates and electoral system
- Verified age and correct political riding of voters by screening identification and proof of residence documentation
- Organized queues of voters waiting to be processed by Special Ballot Coordinators and directed voters to the correct computer terminals
- Directed the flow of voters and provided information to those waiting to ensure a fast and efficient voting process
- Issued ballots to voters and sealed ballots in envelopes to ensure anonymity

Higgins Event Rentals, Toronto, ON

Delivery Crew, Summers 2013-2016

- Communicated with dispatch office and client to ensure correct supplies and locations for delivery
- Loaded and unloaded event supplies from trucks, traveled to event locations, installed rentals (tables, chairs, tents, etc.) for client and interacted with client to ensure their satisfaction with deliveries

Costco Wholesale Etobicoke, Seasonal Marketing/Membership Employee, Summer 2013

Argonaut Rowing Club, Rowing Instructor, Summer 2012

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Advanced proficiency in oral and written French language
- Completed *Worker Health and Safety Awareness* and *Workplace Hazardous Materials Information System 2016* courses
- Graduated from Humberside Collegiate Institute as an Ontario Scholar and Centennial Scholar
- Volunteered for a Habitat for Humanity project to build a house in Al-Salt, Jordan, 2012
- Excels at sports, in particular: rowing (Dalhousie Varsity Team from 2012-2015 including Dalhousie Rookie of the Year in 2012), hockey (Rep teams) and golf



Taylor Jane Smith

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

Dalhousie University, Halifax, NS
Combined Honours Sociology and Political Science, 2016

- Double Major with Combined Honours in Sociology and Political Science
- Dean's Honour List, 2013-2016
- Elected Vice-President, Dalhousie Undergraduate Political Science Society

EMPLOYMENT EXPERIENCE

Nova Scotia Sport Hall of Fame, Halifax, NS
Facility Coordinator, Summer 2016

- Contributed to the development of promotional marketing materials (rack card, website)
- Developed social media accounts and activity on a daily basis
- Analyzed, organized and accessioned over 10,000 archival data and artifacts
- Researched digital content for exhibits and promotional displays
- Organized a successful fundraising event for the Hall of Fame
- Responsible for administrative and clerical duties

Oceanstone Seaside Resort, Indian Harbour, NS
Executive Assistant and Front Desk Agent, 2012–2016

- Responsible for managing all aspects of front desk reception; registering clients and providing resort and local area information
- Booked wedding receptions and corporate functions; worked directly with facilitators of various corporate and independent groups
- Assisted executive management with day to day functions within the resort, acting as first point of contact for guests' immediate needs and concerns
- Managed transaction receipts, filing, and processing of payments within the accounting department

Spring Business Solutions, Halifax, NS
Marketing Researcher, 2013–2014

- Researched community outreach potential for business partnerships
- Analyzed local business plans for marketing opportunities
- Engaged with business leaders and market influencers to promote the brand of the company

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Published in The Podium, the Dalhousie Undergraduate Political Science Academic Journal, for a paper on health policy titled *Facing Accessibility Barriers: Mental Health and Canadian Youth*
- Recognized with volunteer award for Cystic Fibrosis Canada, Nova Scotia Chapter, for exceptional commitment and attitude
- Conference Coordinator for DASSS Undergraduate Conference, Dalhousie Arts and Social Sciences Society
- Conference Director for Dalhousie Model United Nations, also an executive member of the committee that successfully implemented and developed this society at Dalhousie for the first time in over five years
- Interested and passionate about issues related to health and education policy
- Fluent in conversational French
- Hobbies include yoga and reading



Michael Smolinski

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

Carleton University, Ottawa, ON

Master of Science, 2016

- Research-based Master of Science in Biology, specializing in enzymology and molecular biology

Carleton University, Ottawa, ON

Bachelor of Science, Honours, 2013

- Specialization in Biology
- Awarded the Praxair Prize for best research and presentation in the field of biology at undergraduate research day, 2013
- Dean's Honour List, 2010 - 2013

EMPLOYMENT EXPERIENCE

Carleton University, Ottawa, ON

Research Assistant, 2014 - 2016

- Researched the effects of environmental stress on energy metabolism by purifying metabolic enzymes and investigating their molecular and biochemical properties to further the knowledge in the field of organ preservation and cryobiology
- Generated major research questions, designed experiments to test hypotheses and analyzed results using quantification methods and statistical analysis software including SigmaPlot and SPSS
- Presented research at 7 conferences, both national and international, and prepared manuscripts that have been submitted to peer-reviewed journals for publication to disseminate discoveries to a wider audience
- Trained and supervised three undergraduate students, all of whom have become proficient researchers and successfully completed their own projects
- Acted as the primary liaison in an interdepartmental research collaboration, clarifying misunderstandings to both parties and mediating disagreements- the resulting manuscript was submitted to the journal *Frontiers in Neuroscience*

Carleton University, Ottawa, ON

Teaching Assistant, 2014–2016

- Demonstrated laboratory practices to groups of 30 students to ensure proper laboratory technique and safety
- Designed and graded midterms, final examinations and assignments to evaluate student performance
- Prepared and presented lectures to students to communicate both mandatory and supplementary course material in the field of immunology- my time working in the course correlated with the highest student satisfaction ratings the class had received in years

Compass Centre for Self-directed Learning, Ottawa, ON

Music Instructor (Volunteer), 2015–2016

- Prepared and led a weekly 2-hour music workshop for a group of up to 7 students at a self-directed learning centre with the goal of generating interest in musical performance
- Worked one-on-one with students to improve their individual technique before introducing them to a group setting where performances were rehearsed together and later recorded

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Fluency in English and French; Conversational Spanish
- Volunteering abroad with the Workaway organization, I was involved in animal care, vineyard maintenance and impressionist painter impersonations in countries across Europe
- Drummer for a local music group that went on to record and produce two albums together
- I have a keen interest in science policy and communications and am a passionate advocate for evidence-based policy



Nabeel Soobratty

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Toronto Scarborough, Toronto, ON

Bachelor of Arts, 2015

- Specialization in Political Science and Public Policy
- Dean's Honour List, 2014-2015
- Graduated with High Distinction
- Sandford Borins Scholarship in Public Management

EMPLOYMENT EXPERIENCE

SCM Insurance Services (OPTA Information Intelligence), Markham, ON

Information Coordinator, March 2016 – Present

- Exercised organizational and management skills by creating an error collection system to facilitate insurance policy error reporting and accuracy
- Reported and corrected deficient insurance policies, insuring that clients were adequately insured against risks
- Semi-automated data-entry work through coding in the computer language of Python and AHK; increasing the volume of processed insurance policies and substantially increasing the accuracy of data collection
- Incorporated newly developed skills in Python and AHK to optimize performance of other departments' data input responsibilities
- Quickly and accurately collected data and documents from a variety of sources including clients, strategic partners, insured clients and OPTA staff
- Exceeded service level agreements by completing work in a timely manner and actively communicating knowledge with fellow team members to increase productivity
- Analyzed and processed over 300,000 public and private insurance policies in both English and French languages

D+H Financial Solutions, Markham, Ontario

Warehouse Operator, April – September 2013

- Actively communicated and coordinated activities with warehouse and production units to ensure supplies were available to team members in a time sensitive manner in order to maintain company workflow and meet contractual obligations
- Monitored general activities in shipping and receiving department, ensuring mail was properly packed, sealed and labelled for shipping
- Attentively examined shipment contents and compared with records, such as manifests, invoices, or orders, to verify accuracy of shipments
- Reorganized and digitized stock-issue forms, decreasing time in issuing and receiving stock, increasing accuracy of remaining inventory and reducing the risks of depleting needed inventory

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Native English Speaker, Beginner level French
- Intermediate proficiency with statistical software (SPSS and Stata) and basic proficiency with statistical computing language 'R'
- Basic proficiency with programming language: Python
- Participated in 'The Partners in Leadership' program and mentored by a University of Toronto Committee Secretary
- Performed a standup comedy act at University of Toronto Pub: Rex's Den
- Tom Tittle Youth Award (2011)



Scott Surphlis

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Queen's University, Kingston, ON

Bachelor of Arts (Honours), 2016

- Major in History, Arts Minor in English Language and Literature
- Dean's Honour List, 2014-2015

EMPLOYMENT EXPERIENCE

Ministry of Government and Consumer Services - Ontario Shared Services, Toronto, ON

Project Analyst, Pay and Benefits Business Solutions Branch, June 2016 - August 2016

- Assisted with the daily logistical functions within the Pay and Benefits Business Solutions Branch (PBBSB) of the MGCS in a strategic fashion
- Worked with the PBBSB Training unit to provide valuable resources that were designed to inform, develop, transition, and support Ontario Shared Services branches on payroll, benefits, and pension policies/ procedures
- Engaged with the staff of the Business Change Management Unit to complete various projects in communications, training, and business analysis

Queen's University Alma Mater Society, Kingston, ON

Queen's Model Parliament 2016 Co-Chair (volunteer), April 2015- May 2016

- Coordinated a three-day long conference in the House of Commons with an executive committee of 12 members that is designed to educate 330 young Canadians, advocate for youth involvement in politics, and attract some of Canada's most distinguished leaders, politicians, and sponsors
- Maintained a healthy relationship with contacts in the Office of the Speaker of the House of Commons and Queen's University faculties in order to facilitate one the largest student-run conferences in the nation
- Oversaw and maintained an operating budget of over \$110, 000

Corporation of the Town of Whitby, Whitby, ON

Program Director and Camp Leader, Whitby Camps Program, May 2014- September 2015

- Supervised eight staff members, consistently solved workplace conflicts, and managed a safe environment for active youth 6-12 years of age
- Created a uniquely structured sports camp environment that concentrated on physical education, skill development, and leadership
- Effectively maintained a healthy budget, organized staff payments, and facilitated registration for numerous clients
- Cooperated with various directors, departments, and advocacy groups to expand the Town of Whitby's Summer Recreational programs in areas that related to the 2015 Pan Am Games, Inclusion Services, and leadership recruitment

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Chair: Queen's University Alma Mater Society Judicial Committee - responsible for adjudicating the non-academic discipline system at the university (the only peer-based system of its kind in North America); ruled on 82 cases of student misconduct
- Chair: Alma Mater Society Policy Committee Chair - supervised a team that was responsible for updating the AMS representational policies and operating as a support unit for policy development for students at Queen's University
- Two-time guest speaker at the annual Queen's Model Court conference- acted as a judge for a mock case regarding student non-academic discipline, speaking to a group of 30-40 participants
- Regional Level (D9) official with the Ontario Soccer Association; enjoys playing soccer, rugby, and hockey competitively
- Currently trained and certified in Standard First Aid and CPR/ AED certifications – Level “C” (Canadian Red Cross)
- Alma Mater Society Elections Team Deputy Returning Officer – coordinated student government elections and policy, 2014



Steven Tavone

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, Candidate, 2018

- Recipient of Entrance scholarship, 2016

York University, Toronto, ON

Honours Bachelor of Science, 2016

- Specialization in Biomedical Science and Health Management
- Graduated with First-Class Standing
- Dean's Honour List, 2014-2015

EMPLOYMENT EXPERIENCE

IKEA Canada, Vaughan, ON

Sales Co-Worker, 2011-Present

- Gained considerable experience in understanding people's needs in order to provide outstanding customer service
- Trained in using sales management software to resolve product deficiencies and stock overflows
- Communicated with managers on a daily basis both at and away from work to remain updated with changes in the store
- Assisted with department re-models and relocation of product
- Maintained a clean and safe sales floor to contribute to the overall sales goals
- Participated in IKEA sponsored community outreach programs on a yearly basis

Family Dentistry in Maple, Vaughan, ON

Volunteer, 2012-2013

- Used health information software to handle sensitive patient information to ensure information was accurate and up to date
- Communicated with medical and other health professionals on a daily basis
- Participated in community outreach programs to improve the presence of the dental office in the community
- Contributed to the overall improvement of the work environment by providing a friendly and welcoming environment for patients

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Experience in biological laboratory settings and understanding of basic scientific techniques
- Knowledge in integration of healthcare quality improvement plans and strategic planning
- Understanding of strategic planning, systems thinking, and quality improvement processes such as LEAN and Six Sigma
- Completed a course in basic public sector accounting and financial management with analysis of financial performance and operational indicators; Covered analysis of income statements and balance sheets as well as aspects of basic financing
- Passionate about the development of new healthcare solutions to improve the overall efficiency and effectiveness of healthcare delivery in Ontario



Ian T. D. Thomson

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance scholarship, 2016

London School of Economics (LSE), London, England

- LSE Summer School Program, LL135 Introduction to Corporate Law and Governance, 2016

University of Manitoba, Winnipeg, MB

Bachelor of Science Honours (First Class Honours), 2016

- Major in Psychology, Minor in Biology

Bachelor of Arts, 2016 (concurrent)

- Major in Philosophy, Major concentration: Option in Aging, Minor in Biology
- Scholarships and Awards: Dean's Honour List 2011-2016, University of Manitoba Rhodes Scholarship nominee 2015, University of Manitoba Undergraduate Research Award (URA) recipient 2015, Psychology Undergraduate Research Experience (PURE) Award recipient 2015, Marguerite and John Burelle Memorial Aboriginal Scholarship 2011

EMPLOYMENT EXPERIENCE

Manitoban Newspaper Publications Corporation, Winnipeg, MB

Chair of Board of Directors (volunteer), 2015-2016

- First non-editor chair in the media corporation's 98-year history; Initiated amendments of bylaws and constitution including expansion of *The Manitoban*'s membership and board member composition to eliminate weaknesses in its governance
- Oversaw the development of new reporter and editor positions and the hiring of Editor-in-Chief and Business Manager

University of Manitoba Students' Union (UMSU), Winnipeg, MB

Chair of the Policy and Bylaw Committee (volunteer), 2015–2016

- Spearheaded "UMSU Governing Documents Overhaul" projects, which involved the development and restructuring of four new governing documents to which the Union, representing over 26,000 students, must adhere
- Organized meetings and provided guidance to a committee of elected councillors and students concerning amendments involving UMSU's governing documents
- Researched national student union policies, successfully developing and implementing substantive content amendments to the Union's governing documents, which encompassed new financial, contractual and legal regulations, new election and referenda protocol, procedures for UMSU position statements and the codification of internal funding recipient groups

UMFM 101.5 Radio Incorporated, Winnipeg, MB

Chair of Finance Committee, Vice-Chair of Board of Directors, Original Incorporator (volunteer), 2013–2016

- Involved in administering the radio station at the board level, overseeing four pledge drives accruing over \$100,000
- Directed projects to increase UFM's fundraising activities and revenue, including successful lobbying for retroactive indexing from the U of M student levy, culminating in an increase in the organization's budget of over \$60,000
- Discussed annual audit with UFM's auditor, collaborated with staff to develop the annual budget including the development and introduction of new part-time staff positions

Laboratory for Aging and Health Research (LAHR), Research Assistant, 2015–2016: Researched factors for enhancement of older adults' well-being by conducting literature reviews, article overviews, SPSS statistical analysis and developing intervention scripts

CIADS Research Company, Research Associate, 2014–2016

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- **Media Production:** Produced, edited and hosted over 200 hours of music and talk radio programming
- **Writer and Reporter:** Have written over 80 cross-disciplinary articles and reviews (list of publications available upon request)
- **Musician and Singer-Songwriter:** Professionally writes music, lyrics, records, produces and performs under the name "T. Nautilus", independently releasing self-titled debut album to critical acclaim on May 12, 2015



Jessica Tiboni

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy Candidate, 2018

- Recipient of Entrance Scholarship, 2016

Lakehead University, Thunder Bay, ON

Honours Bachelor of Arts, 2016

- Double Major in Political Science and Philosophy
- Appointed Student Senator, 2015-2016
- Dean's Honour List, 2014-2016
- Entrance Scholarship, 2013

EMPLOYMENT EXPERIENCE

City of Thunder Bay, Thunder Bay, ON

Assistant Facility Operator and Head Lifeguard, Recreation and Culture Division, 2012-2016

- Supervised employees for Community Aquatics during shifts, maintained a positive and safe environment for staff and patrons, participated in timely and quality administration of workplace training
- Processed registrations and payments for programming city-wide, ensuring that each patron received adequate information about our programs and answering any questions that should arise in a polite and efficient manner
- Responsible for data entry and timesheet processing
- Planned and successfully implemented community Festival Day each year, which included free admission to pool facilities as well as free games, food, and prizes for children and families, and worked diligently with other team members to plan and implement fundraisers and secure donations from the community through the months leading up to the event
- Attended Senior Staff meeting on a monthly basis to discuss issues in the work place and devise plans to further improve our performance

Lakehead University, Thunder Bay, ON

Undergraduate Teaching Assistant, Dr. J. Blahuta, Fall 2015

- Graded mid-term examination, providing clear and constructive feedback
- Maintained regular contact with professor in order to ensure his expectations were met
- Provided contact information and arranged office hours for students who wished to further discuss the exam or their results

Applebee's Neighborhood Bar & Grill, Thunder Bay, ON, Server, 2015-2016

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Intermediate level reading, writing, and speaking in French
- Volunteered with the Leadership Experience and Development program at Lakehead University, this included mentoring first year students and assisting with Fall Orientation activities, 2014-2015
- Volunteered with the Lakehead University Student Union in the area of student outreach and recruitment, 2015-2016)
- Certified National Lifeguard Service, Standard First Aid with CPR C, as well as Swim, Lifesaving, and Advanced Instructor through the Lifesaving Society, certification in Principles of Healthy Childhood Development (High Five, 2013)
- Competitive cheerleading coach (Head Coach 2010-2015, Junior level; Assistant Coach 2013-2015, Senior level)- teams have placed 1st and 2nd in their divisions at the OCF Ontario Northern Regionals Competition in Thunder Bay, Ontario
- Competitive Dancer (Ballet, Contemporary, Tap, Jazz), 1999-2014
- Follows politics on a local, national, and global scale, interested in current events and their implications



Diana Tsui

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

York University, Toronto, ON

Graduate Diploma in Justice System Administration, 2016

- Concentration in Court Organization and Management

York University, Toronto, ON

Master of Arts in Socio-Legal Studies, 2016

- York University Graduate Scholarship
- Concentration in Law and Justice, Legal Consciousness, Access to Justice, and Self-Representation

York University, Toronto, ON

Bachelor of Arts (Honors) in Law and Society, 2014

- Graduated Summa Cum Laude
- Continuing Student Scholarship, 2011-2014

EMPLOYMENT EXPERIENCE

Institute for Social Research, York University, Toronto, ON

MITACS Accelerate Research Intern for the “Evolving Legal Services” Research Project, September 2015- August 2016

- Strategically recruited participants at various research sites such as the Family Law Information Centre and the Landlord and Tenant Board of Ontario
- Conducted telephone and in-person interviews with research participants about their experiences with the justice system, especially with a focus on the role of any legal information that they have received
- Developed a strong understanding of the family justice system’s processes and procedures in British Columbia and Ontario
- Analyzed client case files and legal memorandums to extract relevant data for the research study
- Conducted observational research by sitting in on case management hearings, mediation sessions, and oral hearings at the Landlord and Tenant Board
- Demonstrated excellent critical thinking and analytical writing skills by preparing “ethnographic thick descriptions” of various research sites and the justice system’s processes and procedures

Department of Social Sciences, York University, Toronto, ON

Teaching Assistant, September 2014- April 2015

- Facilitated weekly tutorials for a total of 50 upper year university students
- Designed lesson plans and organized activities for students
- Reviewed readings and course materials in tutorial and assisted students with exam preparation and assignments
- Marked and graded exams, assignments, and research papers

Community Legal Education Ontario (CLEO), Toronto, ON

Summer Research Student (Volunteer), April 2014- August 2015

- Designed a “Know Your Rights” game to inform Ontario landlords and tenants about their rights and responsibilities
- Conducted research on legal capability building and public legal education “gold star/excellence” programs

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Conversational Cantonese
- Master of Arts Research Paper: “ A Socio-Legal Analysis of Self-Represented Tenants’ Experiences and Perceptions of Justice”
- Extracurricular activities and academic memberships: Golden Key International Honour Society, Law and Society Association, Canadian Civil Liberties Association (York University Chapter), Peer Mentorship program & Fundamentals of Learning Program



Milica Uzelac

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Toronto, Toronto, ON

Honours Bachelor of Arts, with Distinction, 2014

- Double Major in International Relations and Criminology
- Recipient of the Queen Elizabeth II Aiming for the Top Scholarship, 2010

EMPLOYMENT EXPERIENCE

Network Reporting & Mediation, Mississauga, ON and Toronto, ON

Court Reporter, 2015-Present

- Developing superior attention to detail and accuracy through recording and transcribing speeches during various legal proceedings such as Discoveries, Examinations Under Oath (EUO), and Judgement Debtors (JD)
- Working effectively alongside practitioners of law and their clients on a daily basis
- Maintaining confidential legal documentation in an organized fashion
- Gaining in-depth knowledge into the litigation process and becoming versed in various streams of law; primarily personal injury law

Dixie Bloor Neighbourhood Centre, Mississauga, ON

Administrative Assistant for the social service agency: Low-Income Energy Assistance Program (LEAP) (Volunteer), 2013

- Assisted low-income electricity consumers in Ontario who were experiencing difficulty keeping their electricity bills current
- Conducted telephone interviews to determine eligibility for financial aid based on criteria set out by the Ontario Energy Board
- Scheduled and performed in-person interviews with eligible recipients and assessed birth certificates, energy bills, pay stubs, bank statements, mortgage documents, rental receipts, and government assistance documentation
- Refined communication skills through both listening and responding to difficult personal situations, and many times having to reject those who did not meet the criteria requirements

Zoran Churchin MPP Candidate Campaign, Mississauga, ON

Volunteer, 2011

- Engaged in canvassing efforts in the Mississauga East-Cooksville riding for the 2011 Ontario General Election
- Communicated with constituents regarding their issues and concerns with provincial government services and informed them of the political platform and policies of the candidate
- Gained valuable insight into policy discourse and discussion regarding challenges that confront society

Gulan Die Casting, Administrative Assistant, 2013

Abercrombie Kids, Sales Associate/Model, 2010-2012

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Superior oral and written English; Fluent in Serbian and Croatian; Conversational French
- All Saints Serbian Church, Ongoing volunteer
- Club Macerata, Social Club Member; Assist in organizing club social functions for this primarily Italian-oriented social club centered on Italian customs and culture, 2011-Present
- Diamond Beach (Recreational volleyball league), Beach volleyball player, 2013-Present
- University of Toronto Undergraduate Criminology Review, Senior Editor; Edited essays submitted for consideration to be published in the first ever UTUCR, the Criminology department's undergraduate journal, 2013-2014
- Criminology Students' Association, Class Representative at the University of Toronto, 2012-2013
- International Relations Society, University College Representative at the University of Toronto, 2011-2012



Alexander Venuto

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Manitoba, Winnipeg, MB

Bachelor of Science, graduated with Distinction, 2016

- Specialization in Human Nutritional Sciences
- Catherine E. Reimer Memorial Scholarship
- Financial Aid & Awards Merit Scholarship
- UMSU Scholarship

EMPLOYMENT EXPERIENCE

Loblaw Companies Limited, Winnipeg, MB & Toronto, ON

Produce Clerk, 2008 – 2016 & 2016 - Present

- Developed an ethnic produce information pamphlet and poster board, through research, to better educate customers on the healthiness and cooking methods of ethnic produce with the goal of increasing sales
- Executed regulations and policies implemented by upper management, such as reduction of food waste through donation or composting
- Assisted with administrative tasks, such as ordering produce and organizing colleagues, when management was absent
- Responsible for training new employees by showing them proper methods and policies of Loblaw

Kaplan, Inc, Winnipeg, MB

Student Campus Representative, 2011–2015

- Represented the Kaplan Company by communicating with students, professors and university employees to build a strong relationship between Kaplan and clients
- Promoted the sales of grad school courses and materials offered by Kaplan by setting up and running kiosks, as well as creating and distributing materials to promote courses at the University of Manitoba and Winnipeg; my first year working for the company, municipal sales increased by 300%

Child Nutrition Council of Manitoba, Winnipeg, MB

Volunteer, 2014

- Assisted elementary schools with running their nutrition programs by preparing breakfast and then serving students; this was done to assess the effectiveness and future needs of the nutrition program
- Discussed ways to further improve nutrition programs with other volunteers and identified that many nutrition coordinators were unaware of healthier choices; developed a resource booklet to help schools make healthier food choices for students

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Developed a Nutrition Education Program during my degree with several other students that analyzed evidence-based material and other education programs, on the topic of healthy eating for elementary students; We developed several lesson plans that included educational and cooking components
- Completed a review assignment on the accuracy of nutrition risk-screening tools on the elderly, by assessing previously published studies and comparing each tool to each other
- Recipient of a General Scholarship from UFCW Local 832
- Founder and former president of the student group MCAT Masters, designed to motivate and prepare students for grad school exams with resources and information sessions
- Passion for food policy, foreign relations, global economic markets and world events
- Former team captain for a co-ed recreational soccer team and former skip of a men's recreational curling team



Brett Weltman

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

School of Social and Community Services, Humber College Institute of Technology and Advanced Learning, Toronto, ON
Bachelor of Applied Arts (Honours), 2015

- Specialization in Criminal Justice
- Recipient of the School of Social and Community Services' Associate Dean's 'Extra Mile' Award, February 2015
- Dean's Honour List, January 2012 - May 2015

EMPLOYMENT EXPERIENCE

Humber College Institute of Technology and Advanced Learning, Toronto, ON
Research Assistant, Summer 2015

- Transcribed interviews with incarcerated females, many of whom were members of First Nations gangs in Canada
- Interviews dealt with graphic subject matter – primarily with their experiences in Canadian gangs
- These interviews will be published in the near future

Humber College Institute of Technology and Advanced Learning, Toronto, ON
Research Assistant, May 2014– June 2015

- Employed for the purposes of evaluating the Toronto Police Service's Neighborhood Policing Program - a new and highly innovative community policing initiative
- Assisted project leaders with literature review, data collection, data entry, and primary research
- Gained a significant amount of public speaking experience, as attending and speaking at public Community-Police Liaison Committee (CPLC) meetings was significant in obtaining support for the program from Toronto residents and the police
- Assisted in the building of community relationship between at-risk communities and members of the Toronto Police Service
- Worked alongside many senior members and uniformed officers throughout the Toronto Police Service, including many from the Divisional Policing Support Unit (DPSU)

Advantage Forensics Inc., Toronto, ON
Forensic Investigator/Intern, Summer 2012

- Employed as a forensic investigator in the company's Collision Reconstruction Unit, for the purposes of aiding in the reconstruction of collisions for civil and criminal motor vehicle collision cases
- Photographed vehicles involved in collisions and documented other data needed to complete the collision reconstruction
- Trained in the use of a highly innovative collision reconstruction software known as PC Crash 9.0
- Assisted in co-authoring a magazine article, which has since been published (see below)

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Article entitled, "Collision Data Recorders: What Can Big Brother See?", co-authored with Sayf Gani & Jason Young of Advantage Forensics Inc., published in Ontario Insurance Adjusters Association's WP Magazine (April issue), April 2016
- Accessibility for Ontarians with Disabilities Act (AODA) Compliance Training certification, June 2015
- Recipient of the Humber College Associate Dean's 'Extra Mile' Award, which is presented to a student in the School of Social and Community Services who has overcome obstacles in order to integrate higher learning into his/her life and who, upon doing so, has demonstrated an exemplary level of commitment to education, as recommended by faculty to the Dean
- Tri-council Policy Statement 2 Certificate, May 2014
- Humber College Research Assistant Certificate, May 2014
- Invited by Humber College to attend the Toronto Police Service's Police Chief's Gala for Victim Services, due to academic achievement, 2012



Emily Wong

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

Queen's University, Kingston, ON

Bachelor of Arts (Honours), 2015

- Specialization in Geography
- Dean's Honour List, 2013-2015

EMPLOYMENT EXPERIENCE

Ontario Public Interest Group (OPIRG), Kingston, ON

Outreach and Programming Coordinator, July 2015 – April 2016

- Responsible for the direction of organizational programming, management of volunteers, maintaining relationships with external partner groups, and media communications
- Successfully executed a campaign in January 2016 which restored operational funding to OPIRG Kingston; This funding is in the amount of \$35 000/year over three years (2017–2020)
- Developed strategic partnerships with relevant organizations, leading to successful grant applications, increased distribution of advertising materials to more student and community groups, and greater presence at affiliates' events
- Integrated research results into reports and policy recommendations, and edited two completed community-based research reports on local social and environmental issues
- Created and implemented an online marketing strategic plan based off social media analytics, leading to greater reach and higher engagement rates (with an average of 404 views per post, up from 149 the previous quarter)

Queen's University Alma Mater Society, Kingston, ON

Social Issues Commissioner, May 2014– April 2015

- Oversaw the operations of the Social Issues Commission, a student government division which promotes equity and engages in advocacy for social issues on an institutional level
- Represented current student interests and issues on a variety of Queen's University administration and Senate committees
- Lobbying efforts led to the establishment of a fully inclusive consultation process for students on the University's sexual assault policy, which included open meetings and a survey distributed to the entire student body
- Prepared all financial and budget reports, and was successful in establishing a budget increase of 25% to \$100,000 in order to support improved volume and quality of programming
- Planned and executed project-based initiatives, including a volunteer recruitment campaign, which led to exceeding target numbers for applications
- Programmed and delivered educational workshops to over 30 student groups and over 1000 students, and achieved the highest participant numbers in the past five years

Atmosphere, Kingston, ON

Sales Advisor, May 2013– April 2014

- Interacted with customers through providing outdoors information and product recommendations, with the goal of contributing to outstanding customer service

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Outdoors enthusiast, with a particular emphasis on hiking and rock climbing- I especially enjoy leading trips and fostering an appreciation for our environment, as well as promoting the health (both physical and mental) benefits of outdoors activity
- Applied Suicide Intervention Skills Training (ASIST) certified
- Writing for publications and blogs on the topics of current social issues and equity, as well as travel and culture



Stephanie Wong

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON

Master of Public Policy, 2018

- Recipient of Entrance Scholarship, 2016

University of Waterloo, Waterloo, ON

Bachelor of Arts, 2016

- Major in Economics, Specialization in Public Policy

EMPLOYMENT EXPERIENCE

Ministry of Infrastructure, Toronto, ON

Research Analyst, May-August 2016

- Conducted policy and jurisdictional research in economic development, Indigenous relations, climate change, and more to support key infrastructure decisions and the development of economic development programs
- Supported the development of project evaluation criteria, a model estimating policy impact, and a risk assessment framework through research, data mining, testing validity of models/frameworks, and participating in stakeholder meetings
- Developed correspondence and briefing notes to support announcements, program background information and transition support

Treasury Board Secretariat, Toronto, ON

Research Analyst, January-August 2015

- Conducted policy research regarding municipal, social, justice and health infrastructure to support key infrastructure decisions
- Analyzed provincial programs submitted through the Program Review, Renewal and Transformation (PRRT) budgeting process in the health, social and justice sectors; Results were used for discussions around program performance across Ministries
- Supported the development of the 2016 Ontario Budget throughout narrative development and the sign-off process

Feds Student Food Bank, Waterloo, ON

Service Coordinator (Volunteer), January 2014 – April 2016

- Fiscal management and developed budgets for outgoing fiscal terms
- Managed marketing, human resources and operations of an organization that receives 1,200 visitors on average annually
- Led and supervised a volunteer base of over 100 students on projects and initiatives
- Planned and executed four major food drives, generated on average 6,000 pounds of donations in each food drive and increased donations by 40% from last year

University of Waterloo, Awards and Financial Aid Assistant, September 2013- December 2014

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Conducted a quantitative study on the impacts of provincial infrastructure on poverty and income inequality in Canada as an undergraduate thesis
- Proficient in Microsoft Office (Word, Excel, Publisher, and Power Point) and statistical software programs (STATA)
- Passionate about infrastructure issues and poverty alleviation
- Active participant in local community events to ease food insecurity, malnutrition, and poverty



Mirusha Yogarajah

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

University of Texas, Austin, Texas

Honours Bachelor's of Arts, 2016

- Double Major in African and African Diaspora Studies and Government with a Minor in Women's and Gender Studies
- Recipient of the Decherd Endowment Fund, Higgs Undergraduate Research Scholarship (2012, 2013, 2014, 2015), and Teresa Lozano Travel Scholarship
- President of The White Rose Society, Co-Founded Unfair and Lovely
- Dean's Honour List, 2011-2015

EMPLOYMENT EXPERIENCE

University of Texas at Austin Institute for Urban Policy Research and Analysis, Austin, Texas

Researcher, January-June 2015

- Conducted surveys throughout East Austin, going door to door and asking residents about the changes they have witnessed in East Austin in regard to access to healthcare, grocery stores, new businesses, and relationships with the police and neighbors, and analyzed the economic impact that gentrification had in Austin
- Attended various African American and Latino events in East Austin to correspond with residents about changes they have experienced
- Coordinated focus groups in order to understand the various racial and socioeconomic implications that the rising property taxes and new developments had in East Austin

Brookings Institution, Austin, Texas

Conference Facilitator, October 2013

- Worked with global leaders during the Young Leaders Conference of the Council for the United States and Italy in order to accommodate their needs
- Participated in setting up lectures and panels for the young leaders to engage in
- Did research on behalf of the presenters on the role of race in America
- Organized portions of the conference, such as the speeches given by Austin politicians and panelists

City of Austin, Austin, Texas

Community Development Fellow, December 2012-July 2013

- Prepared a summary of Asian American health that is being used by the City of Austin in order to develop health services conducive to the needs of the Asian American population
- Completed grant proposals to implement language programs, accruing over \$10,000 in funding
- Created materials expounding on what the Asian American Resource Center offers, intended for distribution to the public

Unfair and Lovely, Co-founder, December 2015-Present

Projeto Legal, Field and Researcher and Volunteer, June-August 2013

Church World Service, Refugee and Development Policy Fellow, June-July 2012

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Advanced oral and written Tamil, conversational Spanish
- Panelist at the Feminist Action Project Conference 2016, Students' Association for Gender Studies Engagement 2016
- Freelance writer published in The Feminist Wire and Brown Girl Magazine and blogger at www.mirusha.me
- Membership in Black Student Alliance, Division of Diversity and Community Engagement Advisory Council, Orange Jackets, Gender and Sexuality Center, Students for Education and Community Advancement



Kristen Young

EDUCATION

School of Public Policy & Governance, University of Toronto, Toronto, ON
Master of Public Policy, 2018

Western University, London, ON

Honours Bachelor of Arts, 2016

- Specialization in Political Science
- Dean's Honour List, 2014-2016

EMPLOYMENT EXPERIENCE

Toronto Dominion Bank, Mississauga, ON

Regulatory Fulfillment Officer, May-August 2015 and May 2016-Present

- Provided assistance and expertise on the Foreign Account Tax Compliance Act (FATCA) to both personal and business clients through knowledge of the newly implemented law
- Validated customer documents to ensure compliance with the Internal Revenue Service (IRS) and Canada Revenue Agency (CRA) in order to mitigate risk for the Toronto Dominion Bank
- Achieved 100% accuracy results with Bank compliance standards
- Reached customer experience index targets to improve client relationships and provide a comfortable experience for customers

Toronto Dominion Bank, Markham, ON

Credit Assistant, May-August 2013 and May-August 2014

- Adjudicated credit applications to ensure approvals reflected TD Bank's risk appetite
- Gained solid knowledge of Toronto Dominion Bank credit products and policies to provide lending options that met individual customer needs
- Communicated effectively with internal business partners in order to build strong working relationships

Toronto Dominion Bank, Markham, ON

Business Systems Officer, June-August 2012

- Created and distributed daily reporting highlighting the productivity and accuracy of TD Bank's credit business
- Managed business needs by providing technical support to peers
- Provided administrative support to enable business operations

London Cross Cultural Learner Centre, London, ON

Volunteer, 2014-2015

- Created a 12-week Integration Program to aid Government Assisted Refugees settle into the London area
- Researched and generated a white paper that focused specifically on cultural differences experienced when entering the Canadian schooling system
- Managed a team of five people in order to produce a cohesive white paper to be presented to our volunteer coordinator

ADDITIONAL ACTIVITIES & ACHIEVEMENTS

- Service Trip Volunteer, Jamaica Self-Help: Travelled to Jamaica to assist in a primary school classroom of forty students by planning educational lessons and activities
- Volunteer, Violence Prevention Program: Facilitated discussion within high school classrooms with thirty students on preventing violence in relationships
- Interest in gender issues and intersectional approaches to understanding gender constructions
- Avid skier and traveler