

**Education**

**Doctorate of Education, Leadership Studies**

Western University

Degree Obtained

Research Paper: Improving the Employee Transfer Experience within an Organization  
(can be viewed here: <https://ir.lib.uwo.ca/oip/75/> )

**Master of Education Degree, Post-Secondary Studies**

Memorial University

Degree Obtained

**Research Papers**

- Admission Requirements of Online Post-Secondary Programs:  
A Review of Student Success
- Work Stress and Coping skills
- Utilizing Organizational Communication Behaviours when dealing with Gender Discrimination Conflict
- Learning Styles and the Adult Learner
- Professional Development of Faculty within Post-Secondary Institutions
- Induction Program of Faculty in a Post-Secondary Institution

**Bachelor of General Studies Degree, Art and Science**

Athabasca University

Degree Obtained

Courses Completed include:

Policy & Practice Human Service	Policies in the Human Services
Research Methods in Psychology	Introduction to Philosophy
Issues & Strategies in Counsel	Canadian Training System
Professional Ethics	Career Development Resources

**Career and Work Counsellor Diploma**

Fleming College

Diploma Obtained

**Academic/ Teaching Experience**

**Assistant Professor/ Director of Training**

January 2024-Present

Adler University

Vancouver, BC

Current Director of Training with a focus on final practicum supervising of students within the Masters of Industrial Organizational Psychology & Applied Psychology and Assistant Professor teaching subject matters within Human Resources Management & Coaching.

- Meet with students to discuss their final 300 hour practicum placement and ensure that the student is expanding their skill set to align with HR/OB norms
- Consult with third party vendors to ensure that placements would align with the University standards
- Create content that aligns with learning objectives and student needs
- Work with the Program Director to grow the visibility of the program and promote the students within the program

**Part-time College Instructor**

April 2023-Present

College of New Caledonia

Prince George, BC

Current online instructor at College of New Caledonia Teaching within the Business Department

Responsibilities:

- Provide consistent feedback to students after discussions and assignments submissions utilizing Popular Education theory and fosters a collaborative environment using Mentimeter
- Knowledgeable of statistics and research documentation to provide students with updated, current information on the subject matter
- Report to the coordinator about issues related to student academic progress and concerns
- Submit and maintain timely and accurate reports of student grades

**Course Lead/Assistant Professor**

September 2022 – Present

University of Canada West (UCW)

Vancouver, BC

- Responsible for course maintenance and currency, course alignment, instructor guidance and support, and continuous improvement.
- Work in collaboration with the Chair and Vice Chair in conducting/facilitating faculty/peer reviews
- Train and develop faculty within the program on best practices
- Respond to faculty inquiries regarding course content
- Collaborate with external vendors to ensure all resources are updated and relevant
- Teach course content virtually and in-class within the scope of Human Resources/Organizational Behaviour/Leadership/Management

**Sessional Faculty**

April 2022- September 2022

University of Canada West (UCW)

Vancouver, BC

Teaching Talent Management (HRMT622) & Leadership in a Global Context (MGMT601) within the MBA program. In this role, I instruct students on the core competences of Organizational Behaviour, Team Dynamics, Communication, Structure, Culture, Change Management, Planning, Strategy, Recruitment, Selection, Learning and Development, Performance Management, Leadership, Follower dynamics, Situational issues in the realm of leadership, and various leadership theories.

Professor Responsibilities:

- Create engaging lectures for students to engage in both theory and practical applications
- Maintain weekly discussion engagement with students
- Provide feedback to students in their assignments using Turnitin software.
- Submit and maintain grades in a timely manner
- Attend meetings with academic team to discuss growth opportunities within the program

**Part-time College Instructor**

2012-December 2022

Durham College

Oshawa, ON

Former online instructor at Durham College's Continuing Education Department Teaching Assessment & Evaluation course + Curriculum Development (previous courses include Adult Learning Theories and Life Skills within Social Service Worker program)

Responsibilities:

- Provide consistent feedback to students after discussions and assignments submissions utilizing Popular Education theory and fosters a collaborative environment
- Knowledgeable of statistics and research documentation to provide students with updated, current information on the subject matter
- Report to the coordinator about issues related to student academic progress and concerns
- Submit and maintain timely and accurate reports of student grades
- Develop online + in-class curriculum and course design within the Moodle + D2L learning management system
- Facilitate both in-class and online sessions in Moodle, D2L, PowerPoint, Prezi, and Blackboard Collaborate both synchronous and asynchronous

### **Human Resources/ Disability Management experience**

**Director, Vocational Therapist/  
Disability Case Manager**

June 2018-Present

Vocational Quest Inc.

Lower Mainland, BC

- Provide independent vocational rehabilitation counseling and vocational assessments to individuals with a diversity of employment barriers which includes; physical disabilities and mental health in order that they may attain employment
- Administer aptitude, interest inventories, achievement, personality scales, cognitive tools, and additional assessment tools to assist with the development of an occupational target
- Interpret results while developing a comprehensive report to assist formulation a vocational plan
- Identify learning modalities and any other potential factor that would support vocational training
- Worked with community agencies to facilitate services and worked in collaboration with ICBC case managers
- Provide job search/career exploration supports for clients that are re-entering into the labour market by providing cover letter + resume development, job search support, and job placement supports
- Conduct transferable skills analysis to determine suitable direct entry/ short-term skills acquisition occupations for Clients
- Support companies in understanding the theory of change and defining why change is necessary for a company to flourish
- Expert at explaining organizational culture and determine how organizational culture is present in an organization using the Organizational Cultural Assessment Instrument (OCAI)
- Facilitate training and development for small based companies on topics such as communication in the workplace and conflict resolution when you are not the boss
- Maintain regular contact with clients via text, email and phone conversations to ensure each company receives outstanding HR support for their growing business
- Conduct regular coaching sessions with management to enhance their leadership skills
- Complete HR projects for companies throughout the year (policy & procedures, Health and Safety audits, professional ethics courses, and mediations)

**District Human Resources Manager**

April 2017-May 2018

Best Buy Canada

Serving Eleven Big Box and Nine Mobile Stores in BC

- Ensuring effective HR Review, succession planning, and development of leadership for the district
- Ensuring consistent quality in selection and training of managers within the district
- Providing coaching and consulting on development planning for district and store leaders
- Monitoring the effectiveness of planning and executing for salaried and hourly training plans
- Facilitating, monitoring, and supporting the performance management process in a timely and effective manner
- Providing partnership and counsel on all terminations and demotions
- Partnering with store leadership to engage and coach associates on the floor to facilitate a customer service culture
- Ensuring effective use of our Company recognition program and communication processes
- Conducting roundtable meetings and following up to ensure effective execution on issues
- Supporting staff with employee engagement and action planning
- Partnering with district leaders on strategic plans to drive business results, customer service, and alignment with Company Values
- Actively participating in store walks, district staff meetings and other operations activities with District Manager

### **Manager, Learning and Development**

May 2016-April 2017

Best Buy Canada

Burnaby, BC

Effective leader, designer, developer of content that implements strategies to meet the current and future learning needs for our Corporate Head Quarters and Distribution Centres.

#### Responsibilities

- Demonstrated expertise, academic credentials, specialized training, and research skills sought by employers to develop in-house workshops
- Partners with stakeholders and subject matter experts to develop appropriate strategies
- Provides advice and facilitation support to departments as needed
- Overall design, development and implementation of all corporate programs, including leadership development, onboarding and hands-on training
- Researches, develops and delivers innovative training and tools to support the business
- Provides expertise, coaching and guidance to leaders across the company

### **Employment Counsellor**

**Employment Counsellor**

2010-May 2016

Region of Durham

Oshawa ON

#### Group Employment Facilitator

- Ability to direct and guide others in career decision-making process
- Facilitate job search, career direction and life skills workshops to various audiences that are one-day workshops and extended programs
- Edit client's resumes and cover letters and gave back appropriate feedback
- Assist in the delivery of career resources to individuals within Durham Region
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information

### Individualized Employment Counselling

- Provide on-site assistance in a drop- in Employment Resource Centre responding to the needs of Ontario Works and Ontario Disability Support Program clients
- Counsel individuals utilizing the client-focused method of counselling
- Provide established workers with information on maintaining a job, moving within an organization, dealing with job dissatisfaction or making a mid-life career change
- Perform sessions in a timely manner and make appropriate referrals to agencies within the Region of Durham and Greater Toronto Area
- Negotiate participation agreements and monitoring compliance of employment plan

### **Senior Career Consultant**

2007-2010

vpi

Pickering, ON

- Contacted clients for follow-up purposes and assist clients in receiving the proper services, information and referrals
- Maintained excellent communication with all co-workers to ensure success and enhance teamwork
- Forged relationships with community partners to enhance and connect clients with other resources in the community
- Deal proactively with employment barriers clients present with such as: issues of self-esteem, personal motivation, life skills, skill shortages, personal presentation and dealing with frustration.

### Volunteerism

### **Registration Committee Member**

September 2021- Present

- Provides guidance on matters concerning registration & education, the evaluating & qualifying examinations & in-service training required prior to an applicant being granted a certificate of registration & membership with the College
- Reviews applications for registration
- Considers applications to remove or modify any terms, conditions or limitations placed on a Registrants' certificate of registration

### **Vice-President, CUPE 1764**

January 2015-May 2016

- Represent Local at the Durham Labour Council and CUPE District council
- Manage an operating budget of approximately 1.7 million per year
- Preside over Executive Board Meeting using parliamentary procedures
- Support over 1500 members with understand the grievance process and representing members at all Steps of the grievance process
- Provide direction to two administrative staff
- Chair Communications and Political Action Committee
- Assist members with their retirement by providing referrals to retiree's chapters

### **Trustee, CUPE 9112 District Council**

January 2015-May 2016

- Ensure that proper reports have been made to the membership
- Critically review treasury reports that monies have not been paid without prior authorization
- Report findings and recommendations to the membership and maintain record of reports
- Follow-up with Treasurer and Executive Board on implementations and recommendations

## Certifications/Designations

<b>Qualified Mediator</b>	December 2023
<b>Chartered Professional in Human Resources (CPHR)</b>	September 2022
<b>SHRM Senior Certified Professional (SHRM-SCM)</b>	December 2022
<b>College of Vocational Rehabilitation Professionals</b>	Registration #402
<ul style="list-style-type: none"><li>• Certified Vocational Rehabilitation Professional</li><li>• Canadian/International Certified Vocational Evaluator</li><li>• Return to Work Disability Manager</li></ul>	

## Professional Development

July 2021	College of Vocational Rehabilitation Professionals	
<b>International Certified Vocational Evaluator</b>		Designation Obtained
November 2020	College of Vocational Rehabilitation Professionals	
<b>Transferable Skills Analysis (TSA)</b>		Designation Obtained
April 2020	College of Vocational Rehabilitation Professionals	
<b>Return to Work Disability Manager (RTWDM)</b>		Designation Obtained
August 2019		Career Life Skills Resources
<b>Personality Dimensions Master Trainer (Level III) certified</b>		
December 2018		Kompass Professional
<b>Mediation Training</b>		
February 2017		Career Life Skills Resources
<b>Personality Dimensions Level II certified</b>		
April 2015		CUPE National
<b>Strategic Planning</b>		
April 2015		CUPE National Dave Saunders School
<b>Arbitration certification</b>		
February 2015		CUPE National
<b>Labour Law</b>		
February 2015		Ontario Division CUPE Spring School
<b>Parliamentary Procedures</b>		
April 2014		CUPE National Dave Saunders School
<b>Steward Learning Series</b>		
March 2014		CUPE Ontario Division CUPE
<b>Introduction to Stewarding</b>		

January 2014 Psychometrics Canada & Career Life Skills Recourses  
**Certified in Level "C" Assessment and Interpretation Testing**

April 2012 Region of Durham  
**Problem Solving and Decision Making**

January 2012 Region of Durham  
**Negotiating and Influence Others + Change Management**

November 2011 SAIL Organization  
**Effective Communication**

June 2011 Living Works  
**Applied Suicide Intervention Skills Training (ASIST) trained**

February 2011 College of Vocational Rehabilitation Professionals  
**Certified Vocational Rehabilitation Professional** Designation Obtained

June 2008 YWCA Toronto  
**Certified Life Skills Coach**

November 2007 East View Boys & Girls Club of Canada  
**GLBT Group Facilitation certificate**

**References Available Upon Request**