

# Bryanna Carter

Onion Lake, Saskatchewan S0M 2E0 | bryannamariecarter@trentu.ca | 639-343-7430

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## SUMMARY OF QUALIFICATIONS

- Displayed the capability to oversee and direct within a leadership role.
- Effective in Microsoft applications such as Microsoft Word, Excel and PowerPoint.
- Demonstrated the ability to establish professional working relationships.

## EDUCATION

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**BSc Hon. in Business Admin. and Forensic Science; Minor in Anth, Special. Law and Policing** **Sept. 2022 - Present**  
Trent University | Peterborough, ON

- Courses include Organizational Theory, Personal Ethics in Organizations, and Financial Management.
- Involved with:
  - Forensic Science Society, Joint-Major Representative (2024-2025), incoming Treasurer (2025-2026).
  - Otonabee Cabinet, Community Representative (2024-2025).
  - Co-Chair of East vs. West Charity Hockey Game (2024-2025).
- Dean's Honour Roll (2023-2024).

**University Transfer: Sciences** **Sept. 2021 - April 2022**  
Lakeland College | Lloydminster, AB

- Dean's Honour Roll (2022).

**High School Graduate** **Sept. 2018 - June 2021**  
Eagleview Comprehensive High School | Onion Lake, SK

- Valedictorian and Governor's General Award (2021).

## EMPLOYMENT HISTORY

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**First People's House of Learning Administrative/Communications Ambassador** **Sept. 2024 - Present**  
Trent University | Peterborough, ON

- Building relationships with departments of Trent University to support events and cultural programming.
- First point of contact for FNMI students, offering support and providing referrals when necessary.
- Developed informational posts on programming, events, and workshops using the Canva application.

**Summer Student Coordinator** **May 2024 - Aug. 2024**  
Onion Lake Education Post-Secondary | Onion Lake, SK

- Developing professional relationships with local departments of Onion Lake to secure summer employment for continuing post-secondary and graduating high school students.
- Oversaw a six-figure budget allocated to high school and post-secondary students during their placement period.
- Calculated reimbursements are owed to each department upon completion of summer employment.

**Varsity Events Staff** **Aug. 2023 - March 2024, Sept. 2024 - Feb. 2025**  
Trent University | Peterborough, ON

- Provided public relations with incoming spectators and athletes.
- Supported the Varsity Department with acceptable live streams and appropriate setup for sporting events.
- General operation support to ensure the effective functioning of each event.

**OLCN Chase the Ace** **Oct. 2019 - Aug. 2021, May 2023 - Aug. 2023, July 2024 - Aug. 2024**  
Onion Lake Community Events | Onion Lake, SK

- Encouraged customer relations through community selling and online advertisements.
- Required to be detail-oriented, manage, and record weekly or biweekly draw totals, including tickets sold, cash received, and the e-transfer total amount.
- Prepared monthly financial reports for the Indigenous Gaming Regulators (IGR)

## CERTIFICATES

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| • First Aid/CPR "C" and AED (CSA Intermediate)     | • AODA Customer Service Training                     |
| • Health and Safety Worker Awareness Training      | • AODA Integrated Accessibility Standards Regulation |
| • Workplace Hazardous Materials Information System | • Workplace Harassment                               |