



EDUCATION

Fleming College

Diploma, Geographic Information Systems – Application Specialist

September 2022 – June 2023

York University

Masters, Disaster & Emergency Management (MDEM)

Completed: December 2018

University of Guelph-Humber

University of Guelph

Bachelor's Degree, Business Administration

Humber Institute of Technology and Advanced Learning

Diploma, Business Administration Emphasis in Marketing

Completed: April 2012

RELEVANT EXPERIENCE

Student, Geographic Information Systems (Application Specialist)

Fleming College – School of Environmental & Natural Resource Sciences

September 2022 – Current

Lindsay, Ontario

- Developing programming skills in Python, SQL, HTML, CSS and JavaScript, as well as application skills with software and tools including ArcGIS Pro, ModelBuilder, ArcGIS Online, Avenza Map Publisher, FME Workbench, and PCI Catalyst.
- Created a field survey with ArcGIS Survey123 to collect geospatial data, then performed extract, transform, load (ETL) workflows to curate hundreds of collected records.
- Built a Python application for calculating potential sunlight exposure based on geospatial inputs, then perform automated GIS tasks with the ArcPy module.
- Implemented geospatial and geovisualization techniques to create various maps and analyses.
- Completed the first semester with a 92% average over eight courses; receiving a letter of academic recognition.

Program Manager, Emergency Management & Business Continuity

Senior Analyst, Emergency Management & Business Continuity

Workplace Safety and Insurance Board (WSIB)

September 2020 – July 2022

August 2019 – August 2020

Toronto, Ontario

- Served as a lead member in the activation of enterprise response planning for infectious disease, threat of violence, civil disturbance, and potential loss of labour events; the team received acclamations for these responses on multiple occasions from senior leadership up to and including the president and CEO.
- Wrote the organization's Enterprise Response Plan and other emergency plans, procedures, policies and documents in accordance with industry standards, which were leveraged during multiple disruptive events.
- Co-planned and implemented the redevelopment of the business continuity program.
- Wrote, facilitated, and reported on table-top exercises and after-action reports for stakeholders across the organization including plan owners, incident response team members, and c-suite executives.

Business Continuity Analyst
Bank of Montreal (BMO)

February 2019 - August 2019
Toronto, Ontario

- Conducted a risk assessment of the bank's exposure to natural, technical, and human-made hazards across Canada and Europe.
- Served as a business continuity subject matter expert, liaising between the bank's business continuity governance structure and a team of 22 plan owners.
- Analyzed plans and advised plan owners to ensure business impact analyses, risks assessments, business continuity plans and exercises were completed according to enterprise standards and guidelines.
- Created new processes to analyze data to identify business continuity and disaster recovery performance metrics and risks.

Regional Emergency Management Officer (Volunteer)

Event Supervisor (Volunteer)
Emergency Medical First Responder (Volunteer)
St. John Ambulance

May 2019 - December 2019
May 2018 - December 2019
April 2017 - December 2019
Toronto, Ontario

- Advanced from a trainee to one of the highest ranked St. John Ambulance volunteers in Toronto within two years.
- Wrote the regional division's emergency management program and lead relevant training, including the emergency management plan, call-trees, inventory lists and IMS protocols.
- Created operational plans and risks assessments for St John Ambulance's participation in private and city events (e.g. Toronto Marathon, Toronto Pride Weekend).
- Responded to emergency medical calls in a timely and professional manner.

Risk Management Programs Coordinator (Summer Contract)
Responsible Distribution Canada (RDC)

May 2018 - September 2018
Burlington, Ontario

- Produced an industry food safety program for an association of Canadian importers, empowering businesses to adapt to changing federal regulations.
- Represented the association in industry workshops.
- Coordinated a successful proposal to the Canadian Food Inspection Agency and advanced the association's ability to co-regulate their industry.
- Developed a gap analysis comparing various ISO standards to the association's risk management standard.

High Rise Window Washer / Supervisor / On-Call Rescue Responder
Imperium Building Services

June 2014 - September 2017
Toronto, Ontario

- Demonstrated effective leadership and project management skills to recruit, train, and manage a team of 3-4 window washers.
- Managed a schedule of approximately 70 buildings per season, working autonomously while meeting objectives in a fast-paced, dynamic, high-pressure environment.
- Developed and tested the company's rescue plans and improved existing standard operating procedures.
- Demonstrated customer service skills while addressing questions and complaints related to company services.