

# Bret Allinott

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## Skills and Qualifications

- Proficient with Microsoft Excel, Word, and PowerPoint
- Proficient in LaTeX, mathematical document preparation tool
- Familiar with HTML & CSS coding languages (Created my own website <http://bretallinott.com/>)
- Possess a class 5 driving license
- Detail orientated
- Effective communicator

## Achievements

- Deans Honours List (Faculty of Arts, University of Alberta, 2019)
  - *Presented to students possessing a 3.5 GPA or better on a full-time course load*
- Graduated as valedictorian (Diamond Jenness Secondary School)
- Minister's award for academic excellence (Diamond Jenness Secondary School)
  - *Award presented for high academic achievement, as well as leadership, dedication and commitment to the school community*
- Bronze governor generals academic medal (Diamond Jenness Secondary School)
  - *Award presented to the student with the highest average in a graduating class*

## Education

- **Bachelor of Arts, *Honours Economics* (4-year)**  
University of Alberta (Edmonton, AB)  
September 2018 - April 2021
- **Bachelor of Science, *General Chemistry* (2-years)**  
University of Alberta (Edmonton, AB)  
September 2016 - April 2018
- **High School Diploma, *Valedictorian***  
Diamond Jenness Secondary School (Hay River, NT)  
September 2011 - June 2016

## Experience

### **Citizenship Assistant (IRCC)** – Government of Canada – *June to August (2019)*

- Interacted directly with the public during citizenship tests and ceremonies
- Handled confidential information
- Developed familiarity with GCMS; Government of Canada's case management system
- Prepared and bundled files to aid in the workflow of Citizenship Officers
- Worked on self-directed projects
- Assisted in the maintenance and decluttering of the file system
- Learned to make decisions on problems that deviated from standard procedure

### **Summer Student (Public Works)** – Town of Hay River - *May to August (2017, 2018)*

- Assisted in maintaining public infrastructure
- Worked hard to assume more responsibilities and assist my employer
- Interacted with the public to provide information about infrastructure repair and maintenance
- Trained a team of two first year summer students while I was in my second year
- Worked independently from my employer
- Developed stronger problem-solving skills as I was often away from my employer

## Volunteer Work

### **Badminton Coach** – Diamond Jenness Secondary School – *November to February (2015, 2016)*

- Organized scheduling of games
- Supervised approximately 30 students at a time
- Coordinated with coworkers to come up with activities and solve problems
- Chaperoned a trip to Yellowknife, NT, for a badminton tournament

## Hobbies and Interests

- Badminton
- Basketball
- Coding
- Chess
- Reading
- Movies