

Bret Allinott

Edmonton, AB | 867-875-8763 | allinott@ualberta.ca | <http://bretallinott.com/>

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/>)
- Basic knowledge of R coding language; used for statistical computing and graphics
- Possess a class 5 driving license

Achievements

- Gwendolyn Ewan Scholarship (Faculty of Arts, University of Alberta, 2019)
 - *Presented to a student from the Northwest Territories with superior academic standing*
- 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*
- 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

Experience

Citizenship Assistant (IRCC) – Government of Canada – *April to April (2019/2020)*

- Interacted directly with the public during citizenship tests and ceremonies
- Handled confidential information
- Assisted in creating an efficient workflow for Citizenship Officers
- Worked on self-directed projects
- Assisted in the maintenance and upkeep of filing systems
- Learned to make decisions on problems that deviated from standard procedure

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

- 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
- Developed stronger problem-solving skills as I was often away from my supervisor

Volunteer Work

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

- Organized scheduling of games
- Supervised 30 students at a time
- Worked as a team to come up with activities and solve problems

Hobbies and Interests

- Badminton
- Coding
- Chess
- Reading
- Movies