

DANIIL KONISHCHEV

CONTACT



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Thornhill, ON L4J8C2

SKILLS

- Coalition Building
- Community Outreach
- Nonprofit Management
- Event Planning
- Influencer Engagement
- Market Research
- Speech Writing

LANGUAGES

- **English**
Native
- **Russian**
Native

PROFESSIONAL SUMMARY

Highly organized and detail-oriented professional with a strong background in administrative support, particularly within complex, high-paced environments. Proven ability to manage both paper and electronic filing systems, coordinate logistics, and prepare comprehensive materials for committee and legislative processes. Experienced in scheduling, communication, and maintaining records, with a keen interest in Ontario's parliamentary system. Strong computer skills, well-developed organizational and time-management abilities, and a flexible, team-oriented approach ensure the ability to adapt to changing work environments while fostering positive relationships with clients and colleagues.

EXPERIENCE

November 2023 - Present

Director of Public Affairs

World Guyanese Congress, Toronto, ON

- Monitored news cycles for relevant stories that could be leveraged as part of PR efforts.
- Developed and implemented successful public relations campaigns to increase awareness of organization's mission and initiatives.
- Managed content creation and distribution across various mediums including print, broadcast, digital and social media.
- Drafted compelling speeches for executive leadership team members at industry conferences and meetings.

April 2022 - Present

Track Protection Coordinator

A&B Rail Services, Toronto, ON

- Maintained company vehicles, equipment and tools in good working order.
- Managed and oversaw multiple crews to maintain efficient work production
- Kept accurate records of daily job tasks and progress.
- Maintained a safe work environment by enforcing safety regulations, policies, and procedures.
- Oversaw the safe use of heavy machinery such as cranes, bulldozers, excavators, during construction processes on the railway.
- Coordinated work in the Metrolinx corridors with other activities such as health and safety inspections
- Communicated with the RTC and other flag persons to ensure the safe passage of trains

November 2021 - March 2023

Naval Communicator

Royal Canadian Navy, Toronto, ON

- Proficiently operated various types of communication equipment such as radios, telephones, computers, and satellite systems.
- Efficiently managed time and resources to ensure successful completion of assigned tasks within set deadlines.
- Maintained strict adherence to security protocols when handling confidential information over secure networks.
- Developed and implemented protocols for data entry and quality control, streamlining center processes.

March 2020 - August 2020

Coivd 19 Screener

Baycrest, Toronto, ON

- Maintained up-to-date knowledge of COVID-19 testing and contact tracing protocols and procedures.
- Offered protective masks and face shields to guests to protect against virus.
- Completed Covid-19 questionnaires for all people entering establishment.
- Provided patient screening for COVID-19 symptoms, including temperature checks and symptom assessments.
- Performed administrative tasks such as collecting patient information, filing paperwork, and tracking data.
- Monitored and reported COVID-19 screening results to management.

November 2016 - July 2019

Paralegal

Konishchev Legal Services, Toronto, ON

- Prepared legal documents and filed them in court. Appeared in Landlord and Tenant Tribunal on behalf of my clients
- Maintained legal calendar, scheduling appointments and interviews and providing reminders of court appearances.
- Handled sensitive and proprietary information with discretion and confidentiality.
- Assisted with trial preparation activities such as document management, witness coordination and exhibits organization.
- Performed legal research, analyzing results for decision-making and summarizing for review.

May 2016 - September 2018

Research Assistant

York University, Toronto, ON

- Compiled data into tables, graphs and charts for presentation purposes and publication in journals or magazines.
- Interacted with participants during fieldwork visits to collect data according to established protocol.

- Conducted surveys or administered questionnaires to collect data from participants in studies or experiments.
- Managed research projects efficiently, meeting deadlines and exceeding expectations within budgetary constraints.
- Prepared charts, photos and graphs for presentations.

April 2013 - September 2016

Security

G4S, Toronto, ON

- Maintained a secure network environment by monitoring user access rights, implementing security policies and conducting periodic security reviews.
- Updated security procedures, security system drawings and related documentation.
- Followed all established procedures for maintaining security standards.
- Provided guidance and training to security staff on security policies and procedures.
- Performed regular system audits to identify security vulnerabilities.

EDUCATION

Expected graduation December 2025

College Diploma in Software Engineering Technician Candidate

Centennial College, Toronto

October 2019

Masters of Arts in Political Science

York University, Toronto

August 2018

Bachelor of Arts (B.A.) in Philosophy

York University, Toronto

May 2015

College Diploma in Paralegal

Humber College, Toronto

CERTIFICATIONS

- Paralegal License - P11866
- Google Data Analytics - 27VZ6C5KKWSJ
- CROR
- Track Worker Safety Instructions
- CN Rules Foreman Level D

- Personal Track Safety