Michael Kummer

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EDUCATION

UNIVERSITY OF ALBERTA   **SEPT 2023 – MAY 2026 (EXPECTED)**
Bachelor of Arts
Edmonton, Alberta
Major: Mathematics **Minor:** Economics
Focus: Data Science, Applied Mathematical Models, Programming Methodologies, Statistical Methods.

UNIVERSITY OF ALBERTA   **SEPT 2018 – MAY 2023**
Bachelor of Arts
Edmonton, Alberta
Major: Psychology & History
Focus: Behaviour Analysis, Historical Analysis & Documentation, Research Methods & Statistics.

WORK EXPERIENCE

TELUS WORLD OF SCIENCE   **APRIL 2024 - PRESENT**
Assistant Volunteer Coordinator, EDMONTON AB
- Recruit 50 volunteers across two recruitment cycles.
- Draft/review naloxone protocols for institutional compliance and emergency preparedness.
- Reinvigorate the program by creating a seniors focus group to research post-covid program changes.
- Lead volunteer research on post-covid volunteer program management to secure $25,000 in grants.
- Assist with other general HR related duties as required.

UNIVERSITY OF ALBERTA STUDENTS UNION   **SEPTEMBER 2022 - PRESENT**
Admin Assistant, EDMONTON AB
- Process and log up to $75 000 worth of rent and cheques per day.
- Log back-end office supplies for reorder and manage internal schedules.
- Address and resolve student issues through a VoIP telephony system.
- Assist with other reception related duties as required.

EVENT HOROWITZ /BALMORAL LOUNGE   **MAY 2022 - PRESENT**
Wedding Server/Bartender, EDMONTON AB
- Set up venues for over 150 guests in accordance with client requests through prioritizing tasks.
- Facilitate communications between back-of-house and clients to accommodate special requests.
- Efficiently fulfilled orders during high-volume events, and seamlessly serving a crowd of 120+ guests.

EXPLORE EDMONTON   **JUNE 2022 – AUGUST 2022**
Kdays Volunteer Services Summer Intern, Edmonton, AB
- Responsible for 200 volunteers working day to day during overtime shifts.
- Resolved volunteer issues with other managers through clarifying and modifying volunteer roles.
- Communicated with 200 volunteers through bi-weekly newsletters.
- Kept records through Volgistics and Excel of K-days volunteer statistics for future use.
- Respond to inquiries on a VoIP telephony system and provide technical advice to Volunteers.

UNIVERSITY OF ALBERTA STUDENTS UNION   JULY 2020 – MAY 2021
Safewalk Coordinator, Edmonton, AB
- Responsible for recruiting, training, and maintaining 75 volunteers.
- Recreate a beloved services' image on campus through marketing campaigns.
- Ensure a budget of $10 000 is adhered to through thorough preplanning of the year.
- Keep volunteer morale high by implementing volunteer reward programs.
- Ensure high client satisfaction through thorough training and development programs.
- Modernize a pre-covid volunteering system through policy overhauls and data analysis.

VOLUNTEER EXPERIENCE

UNIVERSITY OF ALBERTA'S STUDENTS UNION   JUNE 2024 – PRESENT
Student Adjudicator, EDMONTON AB
- Critically read and rate student granting applications.
- Vote on application results using Roberts Rules.

VICTORIA SETTLEMENT   SEPTEMBER 2022 – DECEMBER 2022
Hist 460 CSL Placement Student, EDMONTON AB
- Research 19th-century land titles and compile large volumes of data into excel.
- Synthesise the semester's land title research into a presentation for use in tours.

RUN TO RED DEER   AUGUST 2020 & 2021
Philanthropy Chair, EDMONTON AB
- Lead a committee of 6 members through coordinating and setting up weekly meetings.
- Fundraise $6 434 through planning and executing a charity run

RELEVANT PROJECTS

REENGAGING SENIOR VOLUNTEERS POST-COVID   2025
- Analyzed Alberta Government survey data to identify senior volunteers
- Created visualizations displaying demographic differences in volunteer motivations
- Developed actionable recommendations for non-profits
- More info at MichaelKummer.ca

TECHNICAL SKILLS

- Office Software Expertise: Microsoft Excel (Advanced Functions, PivotTables) | PowerPoint
(Presentation Design) | Word (Document Formatting) | Google Workspace | Volgistics
- Programming & Analysis: Python, Julia, C | Data Visualization | Statistical analysis
- Programming: Python, Julia, and C Proficiency
- Web Technologies: Scrapy | Beautiful Soup | HTML/CSS basics
- Research Methods: Survey design | Data collection | Report preparation | Research Presentation