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# Michael Kummer

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## EDUCATION

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### 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.

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## WORK EXPERIENCE

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### UNIVERSITY OF ALBERTA STUDENTS UNION

SEPTEMBER 2022 - PRESENT

#### Admin Assistant, EDMONTON AB

- Process and log up to \$75 000 worth of rent and cheques daily.
- Log back-end office supplies for reordering 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.

### TELUS WORLD OF SCIENCE

APRIL 2024 – AUGUST 2024

#### 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.

### 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.
- Keep records of K-days volunteer statistics through Volgistics and Excel for future use.
- Respond to inquiries on a VoIP telephony system and provide technical advice to Volunteers.

**UNIVERSITY OF ALBERTA STUDENTS UNION**  
**Safewalk Coordinator, Edmonton, AB**

**JULY 2020 – MAY 2021**

- Responsible for recruiting, training, and maintaining 75 volunteers.
- Recreate a beloved services's 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.

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***VOLUNTEER EXPERIENCE***

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**UNIVERSITY OF ALBERTA'S STUDENTS UNION**  
**Student Adjudicator, EDMONTON AB**

**JUNE 2024 – PRESENT**

- Critically read and rate student granting applications.
- Vote on application results using Roberts Rules.

**VICTORIA SETTLEMENT**  
**Hist 460 CSL Placement Student, EDMONTON AB**

**SEPTEMBER 2022 – DECEMBER 2022**

- Research 19<sup>th</sup>-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**  
**Philanthropy Chair, EDMONTON AB**

**AUGUST 2020 & 2021**

- Lead a committee of 6 members through coordinating and setting up weekly meetings.
- Fundraise \$6 434 through planning and executing a charity run

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***RELEVANT PROJECTS***

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**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

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***TECHNICAL SKILLS***

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- Technical: Advanced Excel (VBA, PivotTables), Python (Data Analysis, Scrapy, Beautiful Soup), Julia, C, Statistical Analysis
- Research: Survey Design, Data Collection & Visualization, Report Preparation, Presentation Development
- Software: Microsoft Office Suite, Google Workspace, Volgistics, Basic HTML/CSS