
Michael Kummer

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EDUCATION

UNIVERSITY OF ALBERTA

SEPT 2023 – MAY 2026 (EXPECTED)

After-Degree

Edmonton, Alberta

Major: Economics **Minor:** Computer Science

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 over the course of two recruitment cycles.
- Draft naloxone policy and carefully proofread existing 22 policies.
- Reinvigorate the program by creating a seniors focus group to modify the program based on feedback.
- Create a long-term seniors project to receive up to \$25 000 in grants from the Federal Government.
- Assist with other general HR related material 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.

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
Safewalk Coordinator, Edmonton, AB

JULY 2020 – MAY 2021

- 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
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 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
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

TECHNICAL SKILLS

- Office Software Expertise: Microsoft Excel (Advanced Functions, PivotTables) | PowerPoint (Presentation Design) | Word (Document Formatting) | Google Docs | Sheets | Gmail | Drive | Volgistics (Scheduling & Batch Reports)
- Data Management: Data Analysis in Python & Julia | Digitization | Research Presentation
- Programming: Python, Julia, and C Proficiency
- Web Scraping: Scrapy & Gobuster
- Networking: LAN/WAN Setup & Troubleshooting | Network Configuration
- Systems Operations: Linux/Mac/Windows Terminals