

# ABBEY SINCLAIR

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## ABOUT ME

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I'm an emerging information professional with a foundation in human-centered design and digital information management. My experience in education and working with diverse communities fuels my commitment to creating inclusive, accessible systems. Currently pursuing a Master's in Information Studies, I am passionate about designing information environments that empower users and advance social impact.

## EDUCATION

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<b>Master of Information Studies</b>	<b>Aug 2024 - Present</b>
McGill University	
Relevant Coursework:	
<ul style="list-style-type: none"> <li>Information Architecture and Usability Analysis</li> <li>Computer Programming for Information Professionals and Web Development</li> <li>Intellectual Capital &amp; UX Design</li> </ul>	
<b>Bachelor of Arts - Major in Speech Sciences</b>	<b>Sep 2016 - Apr 2020</b>
The University of British Columbia	
Relevant Coursework:	
<ul style="list-style-type: none"> <li>Statistical Methods, Organizing and Summarizing Data Language and Acquisition</li> <li>Linguistic Theory and Analysis</li> <li>Research Methods for Linguistics</li> </ul>	

## PROFESSIONAL EXPERIENCE

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<b>Synergos Institute — Human Resources &amp; Information Management Intern</b>	
New York, NY (remote)	<b>June 2025 - Sept 2025</b>
<ul style="list-style-type: none"> <li>Redesigned organizational charts and developed interactive staff network maps to improve internal navigation and collaboration.</li> <li>Built and maintained project tracking systems and organization-wide calendars, streamlining cross-department workflows.</li> <li>Created and updated digital onboarding, training, and wellness resources to enhance accessibility and engagement.</li> <li>Managed recruitment processes, including application tracking, candidate summaries, and process documentation.</li> <li>Updated organizational policies, compliance materials, and reporting systems, improving operational clarity and efficiency.</li> </ul>	
<b>be smart academy, English Educator</b>	<b>Jan 2022 - Aug 2024</b>
Berlin, Germany	
<ul style="list-style-type: none"> <li>Fostered trust and collaboration with families, delivering tailored educational programs and reporting measurable student progress, demonstrating commitment to systemic educational support</li> <li>Assessed language development through continuous monitoring and developed personalized lesson plans, leading to measurable progress in language acquisition</li> <li>Created content for newsletters, effectively communicating program updates to families, demonstrating skills in strategic communication and audience engagement</li> <li>Ensured accurate and thorough documentation of student progress, adhering to Berlin Senate standards, to support individualized education goals</li> </ul>	

**Jericho Kids' Club Child Care Society, Program Leader****Nov 2018 - Jan 2022**

Vancouver, BC

- Mentored staff in implementing inclusive behaviour strategies, aligning with best practices to strengthen community support ecosystems
- Worked one-on-one with children ages 6 to 12, with ASD, providing them with support in their personal goals as well as integrating them with the program and other children
- Designed and implemented support plans for children with ASD, mentoring staff on inclusive behaviour strategies to strengthen the care ecosystem

**Family Centred Practices Group, Behavioural Interventionist****Feb 2021 - Jan 2022**

Vancouver, BC

- Partnered with families and consultants to design collaborative care plans, ensuring alignment between home and community environments to strengthen systemic support structures
- Supported children with ASD (ages 2 to 4) in achieving developmental milestones through individualized intervention strategies
- Applied evidence-based practices to empower children and families, fostering growth through tailored goals and systemic support

**RESEARCH EXPERIENCE**

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**Kocevska, Anja. Thesis: Exploring Conflicts: Opportunities for Interaction Design and Conflict Resolution in Kindergarteners - Research Assistant****Apr 2023**

- Facilitated participatory methods to explore how children navigate conflict, generating actionable insights for designing inclusive interventions.
- Collected, analyzed, and presented qualitative data, showcasing skills in data analysis and effective communication of research findings
- Facilitated a drawing activity where children expressed their emotions in various scenarios, helping to capture non-verbal insight of their experiences

**A Case Study of the Low Back Vowel Merger - Researcher****Feb 2020 - Apr 2020**

Course: LING 447: Nasalization, Dr. Gillian De Boer

Collaborators: Sinclair, Abbey; Balliro, Rosa; Bjørgul, Astrid; Campbell, Bevin

- Contributed to project development and methodology design, ensuring a robust research framework
- Conducted in-depth research and synthesized findings into structured presentations and reports, contributing to informed decision-making for the study
- Assisted in data analysis and visualization, interpreting complex linguistic data
- Authored the discussion section, contextualizing findings and highlighting their significance within the field

**SKILLS**

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- **Languages:** English (Fluent), French (DELF B2) , German (A2)
- **Skills and Workshops:** Trained in non-violent crisis intervention, Attended a BC Aboriginal Child Care Society workshop on cultural competency and decolonization in child care. Data collection and database management. Competent in Mural, Google Workspace and Microsoft Word, Powerpoint, and Excel.