**Profile** Accomplished Human Resource Manager and Business Consultant with a strong background in group process and building organizational capacity. Expertise in helping leaders and boards build stronger, more effective teams. Valued for helping teams think strategically and engage in meaningful conversations that allow for reflection and inquiry that lead to change. Exceptional facilitator and trainer, skilled at designing interactive processes that gain buy-in and commitment to action plans. Achieve sustained success by identifying common ground and using consensus building.

**Highlights of Qualifications**

* Certified as Human Resource Manager, Business Management, Human Services, ASIST, Life Skills Coach and Train the Trainer with significant experience and recognized for my uncanny ability to bring people together
* Co-founder and Director of Operations for the Reach Foundation, PEI, Canada, responsible for all day to day operations including all human resource management duties including the development and implementation of all policy, policy and procedurals manuals, board policies, risk management assessments, legislation, operations management, etc.
* Extensive knowledge of provincial and federal legislation as it relates to employment standards, human rights, occupational health and safety, risk management, charitable legislation, CPP, EI, taxation standards, etc
* Contracts administrator with extensive experience in providing guidance and advice regarding contracts including pre-review of contracts, interpretation of contracts/contract language, and advice on the impact of specific terms and conditions; Fundraising and marketing experience engaging community while seeking to increase membership
* Provided quality assurance management direction in the review and assessment of all programs , while developing and incorporating program policies and procedures along with the development of training materials, curriculum and resources
* Dedicated to the professional standards of confidentiality, respect, diversity and quality of service

**Leadership & Communication**

* Comprehensive knowledge in implementing human resource principles and techniques of leadership, team building, motivation and empowerment, monitoring and evaluation, and change management
* Extensive experience in contract negotiations and managing contracts from inception to closure; superior analytical and well developed human relations skills with an exceptional ability to communicate both verbally and in writing, negotiate persuasively and effectively, and forge solid internal relationships
* Ambitious and innovative, with proven skills to create strategic alliances and partnerships with organization leaders, government officials and stakeholders to effectively support key business initiatives
* Proven ability to provide sound business development support, strategic analysis and program administration

**Human Resource, Budget & Operations Management**

* Operational Management: Responsible for the design, development and implementation of a non-profit organization to assist youth and their families struggling with mental health and addiction issues
* Responsible for the daily operational management as per the organization’s mandate
* Project, Contract and Sales Management: Prospected, managed and negotiated contracts and agreements for non-profit, private, and public sector businesses
* Human Resource Management: Management, supervision, training and recruitment of staff; policy and procedure development, evaluation and performance management
* Finance: Established budget plan and policies including sales/budget forecasts and strategies to meet operational and business requirements; daily financial management; Responsible for up 1.2 million budget provincially

**Business Administration**

* Administered government funding programs; developed a $1.2 million program to provide post-secondary graduates work experience with non-profit organizations, which included liaising with provincial government Ministries to arrange services, resources and contract funding programs for individuals and businesses
* Coached individuals on the establishment of start-up companies and self-employment ventures, and built partnerships and collaboration among businesses in the region
* Developed, implemented and facilitated individual and group workshops, such as: Job Search Strategies, Life and Employability Skills, Labour Market, Effective Communication, Attitude and Motivation, Market Research
* Provided strategic, operational, and fiscal leadership to departmental goals and organizational vision, and trained and supervised staff

**Employment**

**Province of PEI- Department of Family and Human Services- contract** Oct 2018- Present

Program Analyst for Employment

**The PEI Council of People with Disabilities**  Nov 2017 – Oct 2018

Program Manager, Abilities at Work

**JM Coady Consulting BC Contract work**   **Contract terms**

**CloudHawk Security** Director of Atlantic Sales December 2014- Present

**Central Vancouver Island Multicultural Society** (CVIMS) Career Facilitator Jan 2015 – Dec 2015

**Canadian Vocational Training Centre** Facilitator/ Instructor Cowichan Tribes April 2017-Septber 2017

**ETHOS Career Management Group** Business Development Manager Jan 2016- Mar 2017

**BC Ministry of Agriculture** Project Manager Jan 2016- Mar 2017

**WorkSafe BC** Rehabilitation Career ConsultantFeb 2016-Feb2017

**The Reach Foundation Inc.**  Dec 2011 – Oct 2014

Co-Founder/Director of Operations

**Province of PEI- Department of Innovation** Aug 2000- October 2014

Senior Immigration Program Administrator/Project Administrator/ HRM

Provincial Field Officer, Accounting and FOIPP

**Education & Certification**

**University of Prince Edward Island/Holland College**

* Human Resource Management (Honors)
* Life Skills Coach, ASSIST and Train the Trainer Certified
* Human Services (Honors)
* Business Administration- ongoing
* Business Management, specializing in Hotel & Restaurant Management (Honors)
* Behaviour Modification Techniques, Organizational Behaviour, Conflict Resolution Certification, Effective Business Communications, Giving and Receiving Feedback, Non Violent Crisis Intervention
* Cultural Diversity, Supportive Employment Certification, Needs Determination Certification, Basic & Intermediate Conversational French, Intro to Project Management, How to Start Your Own Business
* CBSA Federal Immigration & Fraud Training
* Intermediate French Training, Holland College