

# Amir Etminanrad

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## EXPERIENCE

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### UNBC\UBC, PT Department

August 2024 – Present

#### *Classroom Coordinator*

Prince George, BC

- Coordinated classroom logistics, including setup of specialized PT equipment, technology, and materials to ensure smooth delivery of lectures, labs, and OSCE exams
- Acted as the primary liaison between faculty, students, and admin staff, efficiently resolving scheduling, room bookings, and technical issues
- Managed inventory and maintenance of clinical and educational equipment, ensuring readiness and adherence to health and safety standards
- Streamlined workflows by implementing organizational systems and automation tools, improving classroom efficiency and reducing setup time

### UNBC Geoffrey R. Weller Library

October 2023 – April 2024

#### *Library Services Assistant*

Prince George, BC

- Provide support in various library services, including assisting patrons, organizing materials, and maintaining a welcoming environment
- Helping with reserve materials, and providing other departments needs

### Charles Jago Northern Sport Centre

November 2023 – April 2024

#### *Customer Service Representative*

Prince George, BC

- Deliver exceptional customer service, handle inquiries, and ensure a positive experience for all visitors
- Maintained detailed records of customer interactions, ensuring proper follow-up and resolution of issues

### UNBC Resident Life

August 2021 – April 2024

#### *Senior Residence Assistant | September 2023 – April 2024*

Prince George, BC

- Conducted monthly 1:1 meeting with Resident Life Team members, facilitated bi-weekly senior huddles, advised Resident Assistants on programming and budgeting, and assisted in August training

- Maintained accurate records of resident incidents, submitting detailed reports to appropriate personnel for follow-up action

#### *Residence Assistant | August 2021 – April 2023*

Prince George, BC

- Organized and implemented monthly floor-based programs to enhance the residence experience
- Created and maintained a transitional binder for the Specialty Residents Assistant role, documenting programming and campus connections

### UNBC Housing

April 2023 – September 2023

#### *Residence and Guest Accommodation Administrative Assistant*

Prince George, BC

- Executing diverse administrative responsibilities, coordinating appointments, managing calendars, and responding to UNBC guest accommodation requests and managing databases and creating social media contents

### UNBC Athletic Centre

August 2022 – March 2023

#### *Athlete Centre Game Day Staff*

Prince George, BC

- Supported game day operations, ensuring smooth and efficient event execution

### Dana Hospitality

May 2022 – September 2023

#### *Catering Staff*

Prince George, BC

- Assisted in the setup, service, and breakdown of catered events

### NUGSS

April 2021 – April 2022

*Council Member for Equity, Diversity, and Inclusion*

Prince George, BC

- Acted as a liaison between respective communities and the Northern Undergraduate Student Society
- Organized outreach and educational opportunities to promote diversity and inclusion

**Save On Foods**

September 2019 – September 2021

*General Clerk*

Prince George, BC

- Assisted in receiving, storing, and stocking products while ensuring proper product rotation and quality
- Handled customer inquiries and resolved issues efficiently

**Kaj Food Hall**

September 2017 – September 2019

*Event and Social Media Coordinator*

Arak, Markazi

- Coordinated events from planning to execution while handling in-house photography and creating engaging social media content to promote services, enhance brand visibility, and attract new customers

**National Railway Station**

September 2016 – May 2017

*Maintenance Trainee (High school Co-op)*

Arak, Markazi

- Trainee at facility department as part of high school co-op, trained with PVC and metal Plumbing, Central heating maintenance, Basic electrical wiring

**VOLUNTEER**

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**Over The Edge**

June 2024 – Present

*Photographer and Writer*

Prince George, BC

- Taking professional photos and conducting interviews for the newspaper

**SparkLab**

June 2024 – Present

*Lab Technician*

Prince George, BC

- Design customized solutions using CAD for the customers and researchers
- Promoting "zero-cost" entrepreneurship

**PGPIRG**

April 2025 – Present

*Director at Large*

Prince George, BC

- Work closely with the executive team to organize events and activities
- Inform team members about organizational and university events and opportunities
- Building a new website for the Society

**UNBC Multiple Sclerosis Support Club**

June 2020 – Present

*Co-Founder and President*

Prince George, BC

- Work closely with the executive team to organize events and activities
- Inform team members about organizational and university events and opportunities

**UNBC Iranian Student Association**

January 2023 – Present

*Founder and President*

Prince George, BC

- Founded and lead the UNBC Iranian Student Association to build community and cultural awareness

**Multiple Sclerosis Society of Canada**

August 2019 – Present

*Volunteer*

Prince George, BC

- Volunteer as an event photographer at various events
- Creating social media contents and supporting the PG MS Societies Events

**Prince George Multiple Sclerosis Peer Support Group**

August 2019 – Present

*Volunteer*

Prince George, BC

- Assist with fundraising events such as MS Walk and A&W MS fundraising
- Serve as an event photographer at multiple events

## EDUCATION

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### University of Northern British Columbia

*B.Sc., Biochemistry and Molecular Biology*

Sept 2019 – May 2025

Prince George, BC

### Nemoneh Secondary School

*Diploma, General Studies*

Sept 2013 – May 2017

Arak, Iran

- Admitted through an entrance exam for gifted students

## CERTIFICATIONS & SKILLS

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**Certifications:** International Computer Driving License (ICDL); First Aid Level 1 (Valid 08/01/24 - 08/01/26)

**Skills:** Event Coordination; Photography; Social Media Content Creation; CAD Design; Administrative Support; Customer Service; Database Management; Team Leadership; Diversity and Inclusion Advocacy