




# Ryan Boivin

Canada (Remote)

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## Professional Summary

Research and operations professional with over a decade of experience supporting research, policy analysis, and decision-making across public institutions, nonprofits, and technology organizations. Known for translating complex data and policy information into clear executive briefs, improving workflows, and coordinating cross-functional initiatives in remote environments.

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## Core Competencies

- Legislative & Policy Research
  - Briefing & Report Writing
  - Data Analysis & KPI Tracking
  - Stakeholder Engagement & Coordination
  - Workflow Optimization & Process Improvement
  - Project Management & Multi-Priority Execution
  - Microsoft Office Suite & Data Visualization Tools
  - Cross-Functional & Remote Team Collaboration
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## Professional Experience

### Joyful Mind — Technology & Operations Lead

*December 2021 – Present | Remote*

- Conduct research and analyze organizational data to inform strategic decisions and policy development.
- Design and maintain dashboards, reports, and data pipelines to track key performance indicators and trends.
- Produce structured briefs and reports for executive review, translating complex information into actionable recommendations.
- Lead cross-functional initiatives, coordinating teams to implement system improvements and process efficiencies.
- Manage digital communications, ensuring messaging aligns with organizational priorities and stakeholder needs.

## **Saskatoon Public Library (J.S. Wood Branch) — Library Service Associate**

*August 2018 – June 2020 | Saskatoon, SK*

- Delivered research and information services to the public, including guidance on government programs, legislation, and policy resources.
- Drafted summaries and reports to support internal decision-making and program planning.
- Provided one-on-one technology support and training, improving public access to digital tools and information.
- Maintained accurate records and assisted with operational initiatives in a fast-paced, high-sensitivity environment.

## **Vendasta Technologies Inc. — Marketing Strategist**

*November 2016 – March 2018 | Saskatoon, SK*

- Researched and analyzed client data to optimize digital strategies and inform decision-making.
- Drafted reports and recommendations for clients based on analytics and market research.
- Managed workflows and deliverables using project management systems, ensuring timely execution.

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## **Education**

**University of Toronto** — Honours Bachelor of Arts (H.B.A.) *Political Science / Psychology*, 2011

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## **Certifications & Training**

- Mental Health First Aid — Mental Health Commission of Canada
- Library & Information Services Coursework — SAIT
  - LIBR-335: Library Information Services II
  - LIBR-305: Library Customer Service (Average: 90%)

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## **Technical Skills**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
  - Data Tracking & Analytics Dashboards, Workflow Automation & Process Tools
  - Linux-based environments and system administration
  - Web development: HTML, CSS, JavaScript (internal tools, dashboards, reporting interfaces); API development and integration (including AI-enabled services)
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References Available Upon Request