

# Calvin Nisbet, CHRP

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## PROFILE

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- **Certified Human Resources Professional (CHRP)** with a passion for sourcing top talent and 2+ years of experience working in career development, recruitment, and benefits in the public and private sectors.
- **Creative Recruiter with a technical aptitude** and 2 years experience in full-cycle recruitment, inclusive of job description development, applicant sourcing and candidate screening.

## EXPERIENCE

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### Manning Elliott LLP

Vancouver, BC

*Human Resources Coordinator*

Oct 2015 – Jan 2016

- Develop and post job descriptions, maintain an up-to-date recruitment database, and screen, interview and qualify potential candidates for roles from administration to management.
- Produce workplace policies to ensure compliance with BC Employment Standards, Canadian Human Rights Act and other pertinent legislation.
- Drive hiring plan discussions and recruitment activities for a range of professional positions across the Greater Vancouver Area.

### Service Canada

Bracebridge, ON

*Citizen Services Officer*

Nov 2012 – Mar 2015

- Responded to inquiries regarding Canada Pension Plan, Employment Insurance, Social Insurance Numbers, Passports, and various other services.
- Investigated and resolved issues by supplying appropriate information and acting as a designated liaison between clients and administration when necessary
- Consistently applied a comprehensive working knowledge of all services offered through Service Canada's Citizen Services Branch, including education, training, employment, health, immigration, income assistance, and legal assistance.

### HRDownloads

London, ON

*Human Resources Analyst*

Jan 2012 – May 2012

- Conducted a thorough job analysis for numerous technical and creative positions; researched, created, and revised job descriptions.
- Modified and development HR policies to ensure compliance with employment legislation.

## **Service Canada Centre for Youth**

Bracebridge, ON

### **Youth Services Coordinator**

Apr 2010 – Sept 2011

- Provided initial training to Youth Services Officers; Mentored new staff, promoted teamwork, and empowered others to succeed in the workplace.
- Assisted youth and adults (ages 14-30) in resume writing, cover letter development, job search strategy, interviewing skills, and career/academic counseling.
- Collaborated with other Youth Services Officers to develop cohesive talent acquisition strategies to engage youth in our communities, including presentations, coordinating events, and job-oriented workshops.
- Liaised with local businesses and organizations to develop and cultivate meaningful work experiences for students aged 14 and up; managed employer accounts that brought in over 200 student/youth job vacancies.

## **EDUCATION**

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### **Lighthouse Labs**

*iOS Development Bootcamp*

Vancouver, BC  
2015

### **Fanshawe College**

*Graduate Certificate in Human Resources Management*

London, ON  
2012

### **University of Ottawa**

*Honours Bachelor of Social Sciences,  
Specialization in Sociology, Minor in Health Sciences*

Ottawa, ON  
2011

## **VOLUNTEER**

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### **Startup Canada**

*Communications & Learning Coordinator*

Remote  
Mar 2014 – Aug 2014

### **Bracebridge Breakers Basketball**

*Content Developer & Atom Boys' Assistant Coach*

Bracebridge, ON  
Oct 2013 – Nov 2014

### **North Simcoe Muskoka Infection Control Network**

*Human Resources Assistant*

Orillia, ON  
Apr 2007 – Dec 2010

## **ADDITIONAL SKILLS**

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### **Programming Languages & Software Applications**

- MS Office (Excel, Word, PowerPoint), Apple Suite (Keynote, Pages, Numbers), Adobe Photoshop, PeopleSoft, SimpleHR, SPSS.
- Programming: Objective-C, Swift, Parse Framework, Ionic, HTML, CSS, Javascript

## **DESIGNATIONS**

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### **Human Resources Professional Association**

*Certified Human Resources Professional (CHRP)*

Toronto, ON  
Oct 2014