Eliana Brereton

AI Governance, Data Strategy, & Program Coordination Specialist

Summary

MA graduate in AI Ethics (4.0 GPA) with expertise in program coordination, AI governance, and data-driven transformation. Skilled at bridging technical and policy domains by coordinating projects, producing clear reports and briefing materials, and supporting responsible adoption of AI and data systems. Experienced in stakeholder engagement across academia, startups, and public-sector contexts, with a strong foundation in accessibility compliance and equity-focused digital transformation.

Core Skills & Proficiencies

- **AI Governance & Auditing**: XAI frameworks, algorithm audits, responsible AI adoption.
- **Data Analysis**: Statistical modeling, visualization, and automation using R; scripting and workflow development in Python.
- **Stakeholder Engagement**: cross-functional workshops, training, plain-language communications.
- **Communications**: briefing notes, presentations, reports, newsletters, stakeholder updates.
- **Accessibility & Compliance**: audits with WCAG/AODA standards and Siteimprove and accessible documentation.
- **Program Coordination & Project Management**: coordinating multi-stakeholder projects & tracking deliverables.

Education

MA - Ethics of Artificial Intelligence
University of Guelph (2024 - 2025)
- 4.0 final GPA.

BA - Psychology (*Co-op, Honours*)
University of Guelph (2019 - 2024)
- 4.0 GPA throughout degree.

Professional Experience

Human Resources & Marketing Specialist   *June 2025 - Current*
Caddie AI (www.hirecaddie.ai)

- Coordinated multi-stakeholder AI recruitment projects by tracking deliverables, documenting workflows, and aligning timelines with client objectives.
- Produced evaluation materials, structured scorecards, and candidate reports, ensuring clarity, consistency, and accessibility for diverse stakeholders.
- Supported the design and refinement of AI-enabled hiring tools, contributing to fairness, transparency, and user-centred outcomes in automation and matching algorithms.
- Translated technical product insights into plain-language communications, preparing client-facing resources and internal briefing content to guide adoption of AI solutions.
- Managed digital communications strategy, including LinkedIn campaigns and stakeholder updates, to strengthen awareness and trust in AI-driven recruitment practices.

Graduate Teaching Assistant   *Sept. 2024-May-2025*
College of Arts (University of Guelph)

- Coordinated tutorial delivery and academic support for 50+ students, ensuring sessions were accessible, policy-compliant, and aligned with course objectives.
- Interpreted and applied institutional policies (grading rubrics, accommodations, academic integrity) to produce fair and consistent evaluations across multiple courses.
- Collaborated with faculty and academic staff to monitor progress, resolve issues, and maintain clear communication on grading standards and student concerns.
- Prepared documentation, reports, and feedback that translated complex academic guidelines into plain-language resources for students for multiple classes.
- Facilitated interactive workshops and small-group discussions to encourage critical thinking, respectful dialogue, and equitable engagement with course material.

Support Student   *Jan. 2024 - Sept. 2024*

Digital Accessibility Support Centre (University of Guelph)

- Conducted compliance audits on University websites using Siteimprove, ensuring alignment with AODA standards.
- Co-authored RFP responses for accessibility software solutions, supporting evidence-based procurement decisions.
- Developed and delivered training sessions on accessibility best practices, translating technical requirements into plain-language resources for diverse stakeholders.
- Created and maintained accessible documents, multimedia, and intranet content to strengthen organizational knowledge-sharing.
- Coordinated hiring support by screening candidates and participating in interviews, contributing to equitable recruitment practices.

Project Assistant   *May 2023 - Sept. 2023*

College of Arts (University of Guelph)

- Coordinated student recruitment initiatives by planning, executing, and analyzing events to meet divisional goals.
- Produced compliance documentation and guides to ensure departmental content adhered to AODA standards.
- Managed content strategy for social media accounts, aligning communications with institutional policies.
- Collaborated with faculty and staff to develop procedures that improved accessibility and stakeholder engagement.

Marketing & Communications Coordinator   *Sept. 2021 - Dec. 2021*

College of Engineering and Physical Sciences (UofG)

- Managed targeted communications projects, developing campaigns that increased engagement by 100+ participants.
- Produced analytics reports and social listening insights to inform strategic decision-making.
- Authored web content and feature articles, ensuring clarity, accessibility, and alignment with institutional guidelines.
- Coordinated interviews and promotional content development to strengthen stakeholder communication and awareness.

Digital Support Student   *Jan. 2021 - Apr. 2021*

College of Social and Applied Human Sciences (UofG)

- Supported the launch of an integrated student support digital initiative by coordinating content development across stakeholders.
- Converted complex policy documents into plain-language, accessible web resources, ensuring compliance with AODA standards.
- Produced digital content across multiple platforms, from planning to publishing, while aligning with accessibility and engagement requirements.

Projects & Research

Graduate Major Research Project: *AI in Hiring*   *2024 - 2025*

University of Guelph

Evaluated the reliability and fairness of ChatGPT-generated interview scores versus human ratings across 183 candidate responses in automated video interview (AVI) settings. Found high overall alignment (*ICC = 0.94*), but also revealed demographic bias in AI scores, e.g., consistent underrating of Black candidates and overrating of middle-aged candidates, unseen in human evaluations.

Key skills: *AI ethics and governance, algorithmic auditing, bias detection and mitigation, statistical analysis (R, Python), OpenAI API integration and prompt engineering, research design and policy analysis, development of ethical AI guidelines, and communication of technical and policy findings to diverse stakeholders.*

Undergraduate Honours Thesis: *Generative AI in HR*   *2023 - 2024*

University of Guelph

Researched the ethical implications of generative AI on HR professionals' day-to-day tasks and long-term industry practices. Produced a final paper, research poster, and oral presentation at an undergraduate thesis conference exploring how emerging technologies reshape decision-making, autonomy, and fairness in the workplace.

Key skills: *Ethical analysis of workplace AI systems, interdisciplinary literature synthesis, independent research and policy design, project management, and clear communication of complex technical and ethical concepts through writing, presentations, and visual materials to diverse stakeholders.*

Detailed personal work portfolio available at: **https://eliana.brereton.me**

References available upon request.