

EMILY VELEZ

(647) 551-2046 | emily.velez1234@gmail.com | [in/emilymarievelez](https://www.linkedin.com/in/emilymarievelez) | Toronto, ON

EDUCATION

BrainStation Toronto

Certificate in Data Analytics

Toronto, ON

September 2023 – October 2023

University of Toronto

Honours Bachelor of Science in Neuroscience and Human Biology

Toronto, ON

September 2018 – April 2023

- **CGPA:** 3.5/4.0
- **Courses:** Advanced Data Analysis, Managing the Business Organization, Current Topics in Neuroscience

WORK EXPERIENCE

Senior Web Technician

First Class Conferencing Facilitation Inc.

Toronto, ON

April 2020 – April 2022

- Excelled in organizing and facilitating full-day professional meetings on various conferencing platforms, providing seamless technical support to clients throughout the day
- Proactively identified and resolved technical issues, showcasing independent problem-solving abilities without needing explicit instructions
- Demonstrated strong verbal and written communication skills, ensuring clear and effective communication with clients during online meetings, legal hearings, webinars, and other virtual events
- Assisted team members and clients in problem-solving, while also adapting to shifting demands and taking on additional responsibilities beyond the normal scope of work to ensure successful event execution

Front of House Staff

Mabel's Bakery & Specialty Foods

Toronto, ON

August 2017 – April 2020

- Successfully managed multiple tasks and priorities in a fast-paced environment to provide excellent service and maintain high levels of customer satisfaction
- Exhibited self-direction and independent problem-solving abilities, proactively identifying and resolving issues without being prompted
- Fostered a collaborative team environment by assisting colleagues and providing support when needed
- Adapted quickly to changing circumstances and took on additional responsibilities outside the normal scope of work, ensuring smooth operations and customer satisfaction

LEADERSHIP AND VOLUNTEER EXPERIENCE

Director of Fundraising

Global Brigades

Toronto, ON

September 2019 – April 2020

- Successfully led and managed fundraising initiatives, demonstrating strong organizational and multitasking abilities to meet fundraising goals
- Collaborated with cross-functional teams and volunteers, providing guidance and support to ensure smooth execution of fundraising campaigns and events
- Demonstrated a proactive and self-directed approach, consistently seeking out new opportunities and ideas to enhance fundraising efforts and achieve desired outcomes

General Internal Medicine Volunteer

Toronto General Hospital

Toronto, ON

January 2019 – December 2019

- Provided compassionate and supportive engagement to patients, fostering meaningful connections, and offering companionship throughout their hospital stay