

# EMILY VELEZ

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Toronto, ON

## EDUCATION

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### 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

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### 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

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### 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