Iz Leitch

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Professional Profile

Emerging project manager. Expertise with tapping into the skills of others.
Passionate about helping skilled people bring complex projects together.

Education

Bachelor of Information   2024
Faculty of Information, University of Toronto   *(expected)*
> Information Management (2022-2024)
> Russian Language and Literature (2020-2022)
> Bachelor of Information Entrance Scholarship (2022)
> Rhea V. Scott Scholarship (2021)
>
> Representative Courses: Information Practices in Organizations,
>   Worlds become Data, Computational Reasoning

Selected Projects

Project Manager   2022-2023
Independent Piazza Redesign Project

- Collaborated with the UX, Creative and Development teams to create
  a functional, sleek, and pleasant site for Computer Science students.

- Produced deadlines, scope requirements, and project write-up.

- Delegated work to the UX, Creative, and Development teams to create
  a Minimum Viable Product rapidly without compromising quality.

Project Manager   2016-2019
FRC Robotics Team,

- Directed the Construction and Media teams toward coordinated initiatives
  to boost membership and involvement.

- Finalized deadlines and budgets.

- Overhauled the management systems technology to be more up to date.

- Procured over $10, 000 in funding through sales.

Selected Presentations

Funancials: The Basics of Financial Management,   2021
Produced on behalf of ACAS,

- Condensed and published for ease of distribution.

An Introduction to Government and The Civil Service,   2022
Produced as part of Course Work.

Work Experience

Peer Support   2022-2023
Workman Arts Satellite

Arts Instructor,   Fall 2022
Workman Arts Satellite

Peer Educator,   2021-2022
ACAS

Business Owner,   2022-Present
Iz Does Zines

Volunteer Experience

Event Planner,   2021-Present
InPride

Volunteer,   2016-2018
Breakfast Club

Secretary and Marketing Representative,   2016-2018
Student Council

Event Planner,   2016-2019
Student Action Team

Skills and Qualifications

Training	Jira	Russian (Intermediate)
Fundraising	Asana	French (Basic
Project Management Methodologies	Trello	Italian (Basic)
	Python	Acrylic Painter
Project Planning		Poet
Scope Prioritization		