

# Jenane Jeyaseelan

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## HIGHLIGHTS

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- Empathetic, results-oriented, and passionate about research, policy, administration, and working with non-profits
- 2+ years of experience organizing, facilitating and leading a dozen workshops for underrepresented communities
- 2+ years of experience managing social media outreach programs using Mailchimp, Agorapulse, and Canva
- 3+ years of experience in customer service answering thousands of inquiries by phone, email and in-person
- Extensive experience in qualitative and quantitative research in collaboration with several non-profit organizations

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## EDUCATION & CERTIFICATIONS

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- **York University** | Bachelor of Science, Psychology **2021**
- **Lifesaving Society** | Standard First Aid **2020**

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## PROFESSIONAL EXPERIENCE

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### YWCA TORONTO

#### Gift in Kind and Volunteer Officer

- Onboard, trained and overseen over **100+** volunteers for YWCA Toronto's largest fundraiser
- Coordinated, received, and distributed over **10,000+** units of gift-in-kind donations to YWCA Toronto shelters, permanent housing and employment programs.
- Collaborated with shelter and permanent housing colleagues to host informative workshops for program clients

### DIVERSITY INSTITUTE (TORONTO METROPOLITAN UNIVERSITY)

#### Research Assistant

**March - September 2022**

- Conducted **50+** literature reviews and environmental scans for various clients including EQAO and Starbucks
- Utilized strong **empathy** and **leadership** skills with a team of **10** to successfully lead the data collection process for a project with Civic Action to identify and improve diversity and representation in non-profits across Ontario
- Supported the analysis of documents using exceptional **attention to detail** and **critical thinking skills** and provided best practice recommendations to clients to improve DEI processes in their recruitment, management, and outreach

### YOUTH CULTURE INC

#### Research Coordinator & Content Writer

**November 2021 - March 2022**

- Played an important role in the non-profit organization's awareness and marketing efforts by assisting with editing and updating the website and ensuring information is relevant and current using strong **attention to detail**
- Utilized strong **collaboration**, **leadership**, and **empathy** to host and facilitate **10** focus groups and skill development sessions for **50+** volunteer youth and newcomers to gain essential skills for the workforce

### SCIENCE ENGAGEMENT PROGRAMS, YORK UNIVERSITY

#### Office Assistant

**October 2019 - May 2020**

- Successfully onboarded, trained, and supported **30+** volunteers using exceptional **empathy** and **collaboration skills**
- Managed important administrative tasks and maintained accurate records of **100+** volunteers using Excel
- Organized and conducted more than a dozen interviews to successfully recruit volunteers and inspire youth

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July 10<sup>th</sup>, 2023

Dear Hiring Manager,

I am an empathetic not-for-profit professional and a dedicated lifelong learner. One of my greatest passions in life is to advance gender equality and help marginalized women realize their potential and capacity.

I am very excited to join your team as your new Event and Communications Assistant where I will utilize my three years of administrative, research, and communications experience to provide significant value to your organization.

- **I have 3+ years of professional experience working in the non-profit sector with youth and underrepresented communities.** I have extensive experience providing administrative and event coordination support through my time at the Science Engagement Programs, Diversity Institute and Youth Culture Inc. I have successfully used many online platforms including Zoom, MS Teams and Google Meets to conduct data entry for various projects.
- **I have gained strong verbal and written communication skills through my time at the Youth Culture Inc.** As the Research Coordinator and Content Writer, I collaborated with a team to host, recruit and facilitate dozens of volunteer sessions. I managed the social media outreach and regularly interacted with participants to provide information regarding our programs.

As a professional who is strongly passionate about woman empowerment, collaboration and connecting with new people, I am very excited for this opportunity as it strongly aligns with my long-term career goals and interests. Thank you so much in advance and I look forward to meeting with you soon!

Kind Regards,



Jenane Jeyaseelan