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# KIRA MCKESEY

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## Profile

- Trent University Graduate, Bachelor of Business Administration
- Fluent in English written and oral

## Relevant Skills

- Confident managing a large volume of work efficiently
- Proficient knowledge of HTML5, CSS, and JavaScript
- Comfortable having changing priorities and ad hoc tasks
- Extensive knowledge of Microsoft Outlook, Word, PowerPoint, and Excel
- Extensive knowledge of Slack and Zoom
- Extensive knowledge of G-Suites
- Experience handling and managing confidential information

## Work Experience

### **September 2019 – June 2020 Administrative Assistant**

#### *Department of National Defence*

- Scheduled meetings for entire team
- Ensured Director remained organized and submitted all deliverables on time
- Onboarded new employees
- Managed all team mailbox's
- Booked travel, rental cars, and hotels for all team members
- Managed department budget, receipts and accounts
- Worked with HR to ensure employee needs are taken care of
- Managed SharePoint and GC Docs

### **May 2019 – September 2019 Human Resources Coordinator**

#### *Assent Compliance*

- Contacting new hire references
- Running background checks for Canada, United States, United Kingdom, Europe, Kenya
- Writing and managing termination agreements
- Creating New Hire Packs for employees
- Managing employee health coverage
- Planning events for students and international employees
- Filing and maintaining data base
- Managing employee benefits
- Conducted salary changes
- Writing professional letters of employment required for immigration, mortgages etc.

## **June 2018 – September 2018 IM/IT Technician, Technology Architect**

*Employment and Social Development Canada: Innovation, Information, Technology Branch*

- Contacting sales engineers and sales representatives to collect information for potential purchases
- Wrote research document regarding Single Sign on and 2FA
- Used C# and HTML to test Single sign on and 2FA products
- Building high level reports for managers and General Directors on potential purchases
- Created SharePoint pages using SharePoint Designers; Including various tools such as workflows and filters
- Created workflows using SharePoint Designer
- Created forms using InfoPath
- Worked with Virtual Box

## Education

2014 – 2019 Trent University (Peterborough, Ontario), Bachelor of Business Administration

- Specialization in Human Resources; Minor in Computer Information Systems and Design
- 3 Years of Human Resource Management
- 3<sup>rd</sup> Year Agile and Program Management
- Programming using Microsoft C# and Visual Basic
- 3 Years of Business Ethics
- 3 Years of Accounting and Finance

2016– 2017 Studied abroad at Lancaster University U.K.

2011-2015 Holy Trinity Catholic S.S. - Kanata, ON

## Volunteer/Extracurricular

- 2021 – Present, Willow Youth Network Club Leader
- 2019 – Present, Boys and Girls Club mentor, tutor, and content creator
- 2015 – 2018 Trent University's Mobile Resume Critique Workshop, conducted interviews and helped students build their resume
- September 2017 – 2018 Trent Debate Society
- 2015-2016 Created and organized a team for Trent University's Annual Sustainability Contest
- 2014 Participated in a social justice trip to El Salvador

***References Available Upon Request***