

Madeline Harper

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PROFILE

A Computer Science graduate from Saint Mary's University with hands-on experience in customer service, leadership, and administrative roles across recreational, sports, and community sectors. Skilled in Python, Java, JavaScript, and equipped with a strong foundation in software development, systems analysis, and technical problem-solving. Experienced in coordinating complex projects, managing administrative operations, and leading teams with accuracy and professionalism. Adept at adapting to new technologies, supporting users, documenting processes, and resolving technical issues in fast-paced environments. Committed to applying both technical and analytical skills to improve systems, enhance workflows, and deliver effective, collaborative solutions.

SOFT SKILLS

- **Adaptability:** Demonstrated through successfully handling diverse roles, including administrative tasks, team coordination, and software development projects in both academic and professional environments.
 - **Communication:** Shown from writing detailed reports to explaining complex technical concepts to non-technical staff and clients. Also, evident in mentoring, leading activities, and managing parent communication.
 - **Problem-solving:** Applied in various contexts, from adapting plans on the fly in a fast-paced camp setting to debugging and finding creative solutions in software development projects.
 - **Attention to Detail:** Evident in managing sensitive data, ensuring accurate documentation, and maintaining compliance with safety and privacy protocols.
 - **Teamwork:** Collaborated across diverse teams, from camp staff to working with cross-functional teams in software projects, ensuring effective collaboration and achieving collective goals.
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TECHNICAL SKILLS

- **Programming Languages:** Proficient in Python, Java, JavaScript, HTML, SQL, and C++, with practical coding experience across multiple projects.
 - **Tools & Technologies:** Skilled in Linux, Google Cloud, Visual Studio Code, Chrome DevTools, and Git for development and version control.
 - **Software Development:** Experienced in building, testing, and debugging applications using modern tools and frameworks, including React and Bootstrap.
 - **Office 365:** Advanced user of Microsoft Word, Excel, Access, Outlook, and OneDrive for documentation, data handling, and collaboration.
 - **Technical Communication:** Able to translate complex technical information into clear, accessible language for reports, documentation, and communication.
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EDUCATION

- **Bachelor of Science, Computer Science** **Graduate 2025**
Saint Mary's University – Halifax, NS
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WORK HISTORY

Halifax Parks and Rec, Halifax, N.S.

Inclusion Support & Administrative Coordinator

April – August 2024

- Managed camper registrations, waitlists, and medical files using digital tools, ensuring accurate data entry and compliance with privacy standards, including the management of privileged health information.
- Handled payroll for staff, processed timesheets, and ensured timely and accurate compensation.
- Provided frontline communication support, including answering phone inquiries, drafting and sending emails, and addressing parent concerns with professionalism.

- Maintained an organized office environment by managing filing systems, inventory, and cleanliness to support efficient daily operations.
- Assisted in program coordination, including scheduling, planning, and troubleshooting, while effectively utilizing administrative software to streamline processes.

Outdoor Oriented Recreation Day Camp Leader

April – August 2022, June – August 2023

- Responsible for leading recreational outdoor-orientated, education-based summer programs for groups ages 6 to 12 with the Adventure Earth Centre.
- Plan and prepare for activities and coordinate equipment and supplies as required.
- Navigate the oversight of outdoor youth activities, ensuring continuous engagement, skillfully addressing behavioral concerns, prioritizing safety protocols, and fostering an inclusive atmosphere that encourages participation and enjoyment for all involved in the natural setting.

Hop Skip Jump, Halifax, N.S.

Keyholder / Front Counter and Cafe Attendant

December 2021 – Present

- Oversee and provide front counter services including utilizing computerized cash registers, managing cash, electronic payments, conveying facility regulations, and ensuring safety among patrons.
- Monitoring of cleanliness and safety within the play structure facility.
- Provide Cafe service including taking orders via computerized registers, preparing orders, and delivering to customers at counter.

Canada Games Centre, Halifax, N.S.

Lifeguard and Swim Instructor

January 2019 – December 2021

- Supervised swimming activities; enforced facility regulations and water safety policies.
- Prepared daily and long-term swimming lesson plans that meet the stated goals for each swimming level.
- Provided clear and professional communication to parents, offering progress updates and addressing concerns to support participants' development.
- Maintained certification and skills by attending in-services and participating in ongoing feedback and development.

COMMUNITY INVOLVEMENT

Girl Guides of Canada

Unit Volunteer / Guider

2012 – Present

- Responsible for planning and running Girl Guide activities for youth ages 11 to 18.
- Serve as a lead organizer for the Ranger camp Blaze, overseeing staff coordination, collecting and managing paperwork, and solving logistical challenges to ensure smooth camp operations.
- Act as the Project Coordinator for the Pathfinder camp Quest, collaborating with other Guiders to plan activities, create site maps, and manage camp logistics.
- Provide mentorship and guidance to youth members, helping them develop valuable skills and confidence in a supportive environment.

Youth Member

2008 – 2021

- Participated as a youth member for 13 years, earning a youth commitment pin.

CERTIFICATIONS

- **Wilderness Remote First Aid** – Canadian Red Cross Certification Date: 2023-11-12
- **Food Safety** – Food Safety Canada Certification Date: 2021-3-5

AWARDS

- **Bedford Youth Volunteer of the Year** - Halifax Regional Municipality 2019
- **Gold Leadership Award** - Girl Guides of Canada 2021
- **Girl Guides of Nova Scotia Bursary** – Girl Guides of Canada 2021
- **Tri-Waters Area Bursary** – Girl Guides of Canada 2021