**Professional Work Experience**

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| 2013 - present  2012 - 2013  2011 - Present | **Site Administrator/Assistant Project Manager** Simpson’s Fence, Kingston ON Provide clerical and management support on multiple solar farms. Compile, verify, input information, forms and documents. Manage payroll, schedules, invoices and other documents.  **General Labourer – Quality Control** Liuna Local 247, Kingston ON Inspect the quality and quantity of the solar panels, alter any improper techniques and maintain proper installation of the panels.  **Volunteer Firefighter** Cramahe Township, Colborne ON Perform in a probationary capacity under emergency situations, fire suppression, emergency medical services, also fire prevention, public education, vehicle and station maintenance. |
| 2010-2011  2007-2010 | **Oil Sands Camp Attendant** PTI Inc., Fort McMurray, AB Housekeeping, administrative, laundry facility attendant; worked with heavy machinery and equipment.  **Security and Maintenance Personnel** CFB Trenton., Astra, ON Maintained a clean environment while assessing Military Member cards, handling cash, planning events and working with staff, fitness programs, and customer service. |

**Education**

|  |  |
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| 2011  2009-2010 | **Pre-Service Firefighting Certificate** Sir Sanford Fleming College *Peterborough, Ontario*  **Pre-Health Science Certificate** Loyalist College *Belleville, Ontario* |

**Highlight of Skills and Qualifications***Field Skills*  
 Ability to complete hands on tasks, accurately and effectively  
 Excessive labour intensive experience   
 Highly developed planning, communication and organizational skills  
 Well developed leadership and teamwork roles  
 Excellent ability to implement and conduct change and development  
 Ability to complete tasks within specified time frames  
 Intermediate skills with computer programs (Microsoft, excel, etc.)

*Interpersonal Skills*  
 Works well independently and in project teams  
 Dedicated, hardworking, and capable of making independent decisions  
 Excellent communication skills both verbal and literature  
Ability to deal successfully with conflict and stressful situations  
 Highly developed interpersonal skills with the ability to interact and communicate effectively at all organizational levels.

**Qualifications**   
  
 EMP Medic First Aid and CPR Certificate - Adult CPR  
Building Construction Certificate   
 Automated External Defibrillation   
 Railroad Emergency Awareness  
 Hazardous Materials/Terrorism Awareness Certificate  
 Incident Management System Certificate  
 Confined Space Entry  
 NFPA 1001 Certificate  
  TAPP-C Certificate  
 JHSC Company Representative  
 H2S Certificate

**Volunteer Experience**2013 **Simpson’s Fence**  
 Kingston, Ontario  
  Joint Health & Safety Representative for company.

2011 **Habitat for Humanity** Peterborough, Ontario  
 Successfully contribute to help build homes for those in need  
  
April 2011 **Firefighter Demonstration Event** Peterborough, OntarioProvided a helping hand where demonstrations took place for a   
 learning program to be taught all about the firefighting field   
  
2011 **West Northumberland Girls Hockey Association**  
 Cobourg, Ontario  
 Provided first aid care to skaters upon injuries as a Hockey Trainer,   
 assistant to the coaches.

***References and Transcript Available Upon Request***