# Jane Doe

Ottawa, ON | jane.doe@email.com | (613) 555-1234 | LinkedIn: linkedin.com/in/janedoe

## Professional Summary

Analytical and detail-oriented Policy Analyst with over 5 years of experience in public policy research, regulatory review, and stakeholder engagement. Proven ability to evaluate policy impacts, synthesize complex data, and support evidence-based decision-making. Strong knowledge of Canadian government policy processes and health-related legislation.

## Core Competencies

- Public Policy Research  
- Regulatory Impact Analysis  
- Stakeholder Consultation  
- Federal Legislative Frameworks  
- Report Writing & Briefing Notes  
- Data Analysis (Excel, SPSS)  
- Bilingual (English/French)

## Professional Experience

Policy Analyst

Public Health Agency of Canada, Ottawa, ON

Feb 2020 – Present

- Conduct policy research and analysis on national public health programs, including immunization and chronic disease prevention.  
- Draft briefing materials and policy options for senior leadership and interdepartmental committees.  
- Coordinate consultations with provincial/territorial stakeholders to assess program impact and gather feedback.  
- Support regulatory reviews under the Food and Drugs Act and Public Health Agency mandates.

Junior Policy Analyst

Health Canada (Student Bridging Program), Ottawa, ON

May 2018 – Dec 2019

- Contributed to literature reviews and jurisdictional scans to support development of mental health strategies.  
- Analyzed feedback from consultations and contributed to summary reports presented to directors.  
- Assisted in the development of indicators to measure the effectiveness of public awareness campaigns.

## Education

Master of Public Policy and Administration

Carleton University, Ottawa, ON | 2018

Bachelor of Health Sciences (Honours)

University of Ottawa, Ottawa, ON | 2016

## Technical Skills

MS Office Suite | Excel (Pivot Tables, Charts) | SPSS | NVivo | GCdocs | GCDocs | Open Government Portal

## Languages

English – Fluent | French – Professional Working Proficiency