Friday, June 6, 2014

Alain Graham  
Human Resources Officer  
Skills for Change  
791 St. Clair Avenue West

I am writing to apply for the position of Training Specialist at Skills for Change (Peel). I am a certified Technical Communicator with seven years of experience in the training sector. My training skills and experience makes me a qualified candidate for helping internationally-trained tradespeople find employment in their field.

Previously, I worked at Free Geek Toronto -- a non-profit that teaches computer skills to new immigrants, people in transitional housing, and people in the OW and ODSP program. I assisted clients with developing life and employment goals. I progressed within the organization and ultimately served as the Executive Director. At Weston Forest Products, I developed curriculum and trained individuals on various processes, policies, and the lumber sector trade. I have strong group facilitation, communication, interpersonal, time management, team work, problem solving skills and I always maintain a positive attitude towards change. I am confident that my skills and experience will allow me to assist internationally trained tradespeople with their job search process.

You can contact me via email or phone at anytime. My email address is sammy.lao@outlook.com and my phone number is 416-832-8000.

Thank you

Sam Lao

# Sammy Lao

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| --- | --- |
| Contact Me |  |
| Address | 85 Roseheath Drive |
| Email | [sammy.lao@outlook.com](mailto:sammy.lao@outlook.com) |
| Tel | 416-832-8000 |

# Work Experience

## Weston Forest Products

### Technical Writer March 2008 to Present

* Created syllabus and curriculum for the lumber sector (Residential Construction, Industrial, and Packaging)
* Created training material in trade-specific language for company-wide compliance programs
* Evaluated learners for different learning styles
* Delivered training for mandatory programs

## Free Geek Toronto

### Executive Director February 2012 to April 2013

* Engaged volunteers, board members, participants, partner organizations, and funders
* Developed contacts with external agencies for purposes of referrals and networking
* Evaluated program effectiveness, impact, and sustainability with appropriate metrics
* Created budgets, tracked spending and income, and created cash-flow projections
* Wrote grant reports
* Oversaw the implementation of a Learning Management System (Moodle)

### Chief Technology Officer June 2011 to February 2012

* Orientated, assessed, and tech-driven volunteers (volunteer intake)
* Provided mentoring and coaching
* Implemented a customer relationship management system (SugarCRM)
* Managed and implemented a customized volunteer management system

### Social Media & Outreach Dec 2009 to Jun 2011

* Organized monthly guest speakers events, socials, movie nights, and networking events
* Organized the Toronto Linuxfest -- an academic and industry event with 200 participants and 20 speakers
* Provided skills training, counseling support, and referrals for program participants
* Implemented a e-newsletter and new website

## Happy Hours School of Bartending

### Trainer 2005 - 2007

* Trained students for Smart Serve Ontario -- a server training program in the hospitality industry.
* Developed syllabus and training material for instruction
* Assisted students with resumes and job searches

# Education

## Seneca College

### Graduate Certificate in Technical Communication (2007)

## Queen's University

### Bachelor of Arts in Political Studies (2004)