

Thomas J. Passmore

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Summary

A creative thinker, proficient with technology and proven experience in research, project management, leadership, administration, and customer service.

Technical Skills

Microsoft Office Suite: Word, Excel, Publisher, PowerPoint, Access, Sway, Outlook, OneNote, OneDrive, Visio
Microsoft: Power Platform (BI, Automate, Apps), Teams, Yammer, VBA (Visual Basic for Applications)

Adobe Creative Cloud (Illustrator, InDesign, InCopy, Photoshop, Flash / Animate, Premiere), AutoCAD, Inventor, SketchUp, SketchBook, ESRI (ArcGIS), MS Project, Web CMS (SharePoint, Wordpress, Contribute)

Business Experience

Administrative Student, Public Works, Fleet Services 05/2023-09/2023
Region of Peel, Mississauga, Ontario

- Performed parts procurement and inventory life cycle management
- Led project for modernization of diagnostic systems region wide
- Created payroll tools to streamline submission (and digitisation) of payslips

Administrative Student, Corporate Logistics, Regional Emergency Operations 05/2022-09/2022
Region of Peel, Mississauga, Ontario

- Designed a classification framework to enable categorization of all emergency management inventory
- Led an inventory management overhaul, created software tools to facilitate product cataloging
- Created live visualizations of key metrics using Power BI for the categorized data

Policy and Program Assistant, Operational Policy and Process Development Unit, Strategic and Operational Effectiveness Branch, Family Responsibility Office 05/2021-09/2021
Ontario Ministry of Children, Community and Social Services, Toronto Ontario

- Led redevelopment of a division's policy and procedure index system (intranet homepage)
- Created a new system to generate archival documentation for a division's closed-case records
- Advised experience design direction for a statistical summary product distributed to senior management

Policy and Programs Assistant, Economic Development Branch 07/2019-08/2019
Ontario Ministry of Agriculture, Food and Rural Affairs, Woodstock Ontario

- Conducted field research and performed analysis
- Scheduled and conducted interviews with economic advisors and municipal representatives
- Developed a reporting framework that highlighted innovative solutions from rural communities

Project and Communication Assistant 04/2018-06/2018
Ontario Ministry of Government and Consumer Services, Toronto Ontario

- Supported a team in project work, communications planning, and delivery
- Prepared, edited, proofread various communication documents and reports
- Performed data entry and word processing functions

Education

Honours Bachelor of Arts and Science, Interdisciplinary Studies (Geography/Anthropology)
Lakehead University, Orillia Ontario 09/2021-Present

General Arts and Science Diploma
Fanshawe College, London Ontario 09/2019-08/2021

École de langue française et de culture québécoise
Université du Québec à Chicoutimi, Saguenay Québec 05/2019-06/2019

Honours Planning, Bachelor of Environmental Studies
University of Waterloo, Waterloo Ontario 09/2017-04/2019

Ontario Secondary School Diploma, Ontario Scholar
The Woodlands Secondary School, Enhanced Program, Mississauga Ontario 09/2013-06/2017

Volunteer Experience

Operations Manager, Lakehead University Excursion Club

- Established a university ratified club through the introduction of a constitution, bylaws, and policies
- Managed the club's finance, logistics, purchasing, risk management, and vendor relationships
- Created the club's corporate identity (including branding, logo, apparel), and website

Executive Committee Member, Venturer Scout company

- As Executive Vice President, oversaw program services, achieving the Program Quality Award
- While Secretary, prepared company minutes, maintained file records and attended company meetings

President, High School Aeronautics Society; Design Lead, FIRST robotics team; Editor-in-Chief, Yearbook

Achievements and Awards

Queen's Venturer Award, Scouts Canada, 2017

- The highest scouting proficiency award for youth members in Scouts Canada

Citizenship Award, The Woodlands School, 2017

- For outstanding leadership, service, and participation

Royal Conservatory of Music

- Level 8 Piano Theory / Level 7 Piano Practical, First Class Honours, 2017

Licenses and Certifications

- Ontario Drivers License – Full G
- Occupational Health and Safety Certificate
- Accessibility for Ontarians with Disabilities Act for Public Sector Employees
- Standard First Aid & CPR/AED Level C, Canadian Red Cross
- Respect in Sports Activity Leader Certificate
- Advanced Leadership Development Program Certificate, Scouts Canada
- Ontario Pleasure Craft Operators License, Level 2 ORCKA Certification