

PROFILE

- I look for opportunities every day to make a positive difference in the lives of others. Each decision should be carefully considered to ensure it has the intended impact.
- I have a strong belief that great leaders inspire others, not because of what they do but because of why they do it. Leadership is a skill that everyone can develop.
- I have a philosophy that collaboratively we can find innovative, creative ways to do our work better.

PROFESSIONAL EXPERIENCE

Manager, Preparedness Policy, Public Safety (Emergency Management Policy Branch)

April 1, 2023 - Present

- Supported the Policy and Program Development Division as Acting Director as needed, while leading a team of 5 employees in the areas of emergency preparedness and Indigenous emergency management.
- Provided leadership and support during the development of the Indigenous Climate Leadership Memorandum to Cabinet, the Northern Strategy Memorandum to Cabinet and the Civilian Response Memorandum to Cabinet which all included a section on Indigenous emergency management and required integration across recommended options.
- Supported the policy and funding approvals for three donation matching initiatives including the Consolidated Estimates Authorities Attestation (CEAA) submissions to the Treasury Board Secretariat (TBS) as part of the Supplementary Estimates C process as announced by the Minister of Public Safety following the Nova Scotia wildfire response in 2023, the Northwest Territories wildfire response in 2023, and the Jasper wildfire response in 2024.
- Organized all aspects and developed all supporting materials for the Minister's meeting with leaders of National Indigenous Organizations in 2024 following the Federal, Provincial, and Territorial Minister's meeting. This included working closely with Métis, Inuit and First Nations representatives to co-develop a meaningful agenda.
- Built strong relationships with Indigenous organizations through bilateral and multilateral tables including the Métis Goose Moon Table, the Permanent Bilateral Mechanism, and the Modern Treaty and Self-governing First Nations Policy Circle. This included developing an Indigenous Emergency Management Working Group led by the Director General of Policy, Outreach, and Awareness, as a multi-stakeholder and horizontal body. My team set up governance, identified capacity funding for Métis National Council and the Inuit Tapiriit Kanatami through the Policy Development Contribution Program, developed a Terms of Reference, and worked collaboratively with Provinces, Territories, and Indigenous representatives to develop working group priorities.
- Led the preparations for and the delivery of the Emergency Management Exemplary Service Award ceremonies that took place in Ottawa in September 2023 and February 2025, where approximately 200 guests, including FPT Ministers, attended the award ceremony to honour award recipients from across Canada for their significant contributions in emergency management. This included planning all aspects of the events from obtaining financial

approvals, venue set-up, coordinating all details of the ceremony, and communication with recipients and the Minister's Office.

- Led three Preparedness Policy team strategy sessions to set priorities for the year and identify resource requirements. Encouraged team members to identify creative and continual improvement opportunities to enhance work outcomes.
- Provided strategic direction and suggested a project management approach to update the Get Prepared and Natural Hazards of Canada websites to ensure the public has access to up-to-date, evidence-based information in order to prepare and respond to emergencies.

Senior Policy Advisor, Public Safety (Emergency Management Policy Branch)

September 27, 2021 – March 31, 2023, 1 year, 6 months

- In support of drafting the National Risk Profile Public Report (2021-22), publicly available online, I led the development and coordination of the earthquake, wildland fire, flood, evidence and findings, and looking to the future chapters.
- Conducted an environmental scan of OECD National Risk Assessment Reports, comparing the reports with Canada's draft National Risk Profile Public Report (2021-22).
- Demonstrated initiative through the analysis and development of hazard risk finding charts that synthesized risk assessment results in an easy to consume manner for public and risk management audiences. Findings communicated average annual loss scenario results, assessed the future likelihood of risk drivers, and outlined the consequence findings by impact category.
- Developed and led a cross-ministry subject matter expert team to create risk scenarios in preparation for whole-of-society and subject matter expert engagement in 2022-23.
- Supported work on the National Risk Profile (2022-23) through the strategic planning of whole-of-society engagement sessions and surveys to assess national risk across Canada for heat events, hurricanes, and space weather.
- Conducted a review of the all-hazard risk assessment approach, examining impact categories and the development of annualized average loss for identified hazards. This includes developing strategic advice and recommendations for Director General approval and discussion at the Director General National Risk Profile Committee.
- Conducted in depth psychosocial research to understand how climate and disasters impact mental health within Canadian communities, adjusting the risk assessment process to identify knowledge gaps.

Director, Contract Administration, Evaluation and Audit – Alberta Infrastructure

April 2018 – June 2021, 3 years, 3 months

- Strategic leadership of the Contract Administration, Evaluation, and Audit team, responsible for contract administration support, timely and accurate control of payment of over \$1.2 billion annually, financial reconciliation, and development and implementation of a Vendor Performance Management Program that evaluated vendor performance on meeting contractual commitments in support of Alberta's Capital Plan.
- Led a team of 17 staff in a number of client service delivery projects aimed at improving project delivery standardization and client service delivery.
- Led the design, development, and implementation of a new Vendor Performance Management Program to track, analyze, and manage the performance of vendors in an effort to control costs, mitigate risks, and drive continuous improvement throughout each contract's life cycle. This included developing performance metrics to track vendor contract and program outcomes.

- Engaged industry associations in the development of Infrastructure's Vendor Performance Management Program to develop key performance indicators in order to create standardized consultant and contractor evaluations, linking vendor performance in procurement decisions.
- Coached and mentored staff, creating an organizational culture that embraces innovation and excellence in client service delivery. This included developing a Team Culture Action Plan and collaborating with team members on staff engagement priorities stemming from the Corporate Employee Survey.
- Actively supported mental health awareness and regular team conversations throughout the "Not Myself Today" initiative.

Director, Strategic Corporate Services – Alberta Infrastructure

January 2016 – March 2018, 2 years and 3 months

- Led a team of 14-17 professionals to develop practical, flexible, and useful corporate processes and solutions to effectively deliver the ministry's core business including legislative planning; Freedom of Information and Protection of Privacy (FOIP) access requests; information and records management; ministry emergency management coordination, including leadership for the Government of Alberta's (GOA) Facility Emergency Preparedness Program.
- Supported the development and delivery of Freedom of Information and Protection of Privacy training to ministry staff which helped the department respond to 92 access requests in the 2016-17 fiscal year, all within the legislated timeline.
- Led the organization in the completion of eight Order in Council requests, one Ministerial Order, four Motions for Return, two Written Questions and conducted a review of the *Infrastructure Grants Regulation*, *Crown Property Regulation*, and ministry Delegations of Authority to ensure that existing legislation met departmental requirements.
- Led Infrastructure's participation in the Fort McMurray Wildfire activation to ensure that Infrastructure tasks assigned by the Provincial Operations Centre were completed. This work was essential in supporting the re-entry efforts.
- Led Infrastructure's information and records management program to drive complex, ministry-wide information and records management projects.
- Defined and communicated a vision for the wholesale update and implementation of the Government of Alberta's Facility Emergency Planning Program, presenting the recommendations to the Deputy Minister's Public Safety Committee to ensure staff are kept safe should an incident impact their facility.

Manager, Freight Transportation – Alberta Transportation

July 2015 – December 2015, 6 months

- Provided strategic input into the development of the 50-year Transportation Strategy to ensure that the goals relating to market access would align with the direction of government.
- Led the development and implementation of the Market Access Implementation Plan to provide a strategic agenda to Transportation's market access stakeholders across Western Canada.
- Represented Alberta Transportation on the cross-jurisdictional Pacific Gateway Alliance's Performance and Market Access Working Group to develop innovative and collaborative solutions for Western Canada's supply chain.
- Proactively researched and analyzed transportation environmental policy issues to align with the Government of Alberta's strategic direction to diversify the economy

Manager, Issues Management and Coordination – Alberta Transportation

November 2014 – July 2015, 9 months

- Supported the Deputy Minister's office in the areas of issues and correspondence management, preparing and coordinating briefing materials, analysis of Cabinet policy documents, strategic agenda planning, and logistics coordination.
- Responsible for managing departmental issues, getting timely information to the Minister, while ensuring that issues were resolved in a manner that aligned with the strategic direction of government.
- Worked closely with Communications to develop speaking notes for the Minister, letters to stakeholders and other public messaging to ensure interested parties are informed when legislative and regulatory amendments are proclaimed in force.

Manager, Policy and Knowledge Management – Alberta Transportation

August 2012 – October 2014, 2 years and 3 months

- Successfully led province-wide, stakeholder consultations to update Alberta's Traffic Safety Plan 2020. Through recording different perspectives in a What We Heard Report, the team gathered feedback on an innovative new approach to traffic safety, Vision Zero.
- Promoted a divisional sharing of expertise in developing legislative and regulatory policy amendments including Recommendations for Order in Council and Ministerial Orders.
- Developed a knowledge management function for the division and expanded staff understanding of information and knowledge management by providing useful tools that could support staff in their positions.

EDUCATION

Master of Arts in Political Science (International Relations)

June 2008

University of Alberta, Edmonton, AB

Honours Bachelor of Arts in Global Studies and Political Science

October 2006

Wilfrid Laurier University, Waterloo, ON

OTHER ACCOMPLISHMENTS

French Language Profile, Comprehension C, Written B, Oral -- (Scheduled March 2026)	2025-26
Edmonton-Griesbach Electoral District Association, Board of Directors	2016
University of Alberta Management Development Program Graduate	2015
Policy Essentials Panel Member and Guest Speaker	2014-15
Alberta Government Leadership Program Graduate	2014