

# Carrie-Anne DiClemente

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## SUMMARY OF QUALIFICATIONS

- ♦ **Master of Education (Educational Leadership)** graduate and **Bachelor of Education**
- ♦ Diligent and competent individual with **1+ years co-op coordination** experience with York University
- ♦ Over **4+ years of program coordination** and **10+ years of research administration**
- ♦ Very knowledgeable of optimal **leadership practices** and supporting a culture of **inclusivity**
- ♦ Highly experienced with **group facilitation** of large audiences and **student/client support**
- ♦ Excellent **communication** (oral and written), **presentation** and **organizational skills**
- ♦ Excellent ability to make **sound decisions**, a **strategic thinker** and **setting goals**

## CORE COMPETENCIES AND SKILLS

- ♦ Leadership and Teamwork
- ♦ Methodical and Analytical
- ♦ Documentation and Administration
- ♦ Passion for Working in Education
- ♦ Coaching and Advising
- ♦ Excellent Interpersonal and Listening skills
- ♦ Collaboration & Community Engagement
- ♦ Equity, Diversity and Inclusion
- ♦ Known for Strong Problem Solving Skills
- ♦ Confidentiality and Ethics

## EDUCATION

<b>Master of Education in Educational Leadership</b> <i>Yorkville University, Fredericton, NB</i> ♦ GPA: 4.0	<b>2021</b>
<b>Bachelor of Education</b> <i>University of Ottawa, Ontario</i>	<b>2010</b>
<b>Bachelor of Arts in Psychology (Honors)</b> <i>University of Ottawa, Ontario</i>	<b>2008</b>

## RELEVANT EXPERIENCE

<b>Co-op Coordinator</b> <i>York University, Toronto, Ontario</i>	<b>Feb. 2022 – Present</b>
<ul style="list-style-type: none"><li>♦ Provides <b>career counselling</b> (e.g. application reviews, mock interviews, ad hoc) to over <b>200+ students</b></li><li>♦ Conducts regular employer site visits (30 per term) to analyze and evaluate <b>student performance</b></li><li>♦ Assists with recruitment and processing of <b>500+ applications</b> through a multi-tiered application process</li><li>♦ Addresses all workplace concerns and student/employer issues as well as <b>intervenes</b> when necessary</li><li>♦ <b>Facilitates</b> student <b>workshops, webinars</b> and <b>recruitment</b> information sessions (virtually and in person)</li><li>♦ Assists with the <b>planning</b>, development and execution of 2 major onboarding student conferences</li><li>♦ Marks and <b>provides feedback</b> to 100+ assignments and 300+ pre-employment training modules</li><li>♦ <b>Advocated</b> and supported a culture of <b>inclusion</b> and <b>diversity</b> by sitting on an <b>EDI committee</b> and helping to craft a student/employee EDI survey re: student/employee experience</li><li>♦ Liaises and <b>collaborates</b> with 30+ internal and external partners in order to market and <b>conduct outreach</b></li></ul>	
<b>Program Coordinator</b> <i>Toronto General Hospital Research Institute, Ontario</i>	<b>Jan. 2017 – Jan. 2022</b>
<ul style="list-style-type: none"><li>♦ <b>Managed</b> 35+ major <b>projects</b> from internal and external partners and stakeholders</li></ul>	

- ◆ Developed **partnerships** and collaborated with 75+ funders, researchers, trainees and community affiliates for the purposes of research, **project management** and evaluation
- ◆ **Coordinated** meetings and logistics such as event location, catering, travel and the attendee list
- ◆ **Organized** 13 meetings and managed meeting materials (i.e. binders, agenda, contact list) as well as planned and coordinated 3 Annual General Meetings
- ◆ **Chaired** and participated in monthly teleconferences and recorded the meeting minutes
- ◆ Coordinated a **Call for Proposals** competition with 5 major categories related to vascular science
- ◆ Completed 3 major Mid-Term/Final Evaluation **Research Reports** for the Federal Government
- ◆ Managed all logistics, coordination and **communications** of a pan-Canadian Cardiology Network

**Research Officer & Advisor**

Jan. 2014 – Dec. 2017

*Native Women's Association of Canada, Gatineau, Quebec*

- ◆ Performed quantitative and qualitative **research** pertaining to urban Indigenous peoples
- ◆ Composed research **summaries** as well as performed **data collection** and **analyses**
- ◆ Performed **administrative** functions as well as collected and managed **research materials**
- ◆ Developed partnerships and **collaborated** with 20+ funders, researchers and urban Indigenous affiliates
- ◆ Planned and participated in quarterly meetings/teleconferences pertaining to urban Indigenous research
- ◆ Managed 15+ projects from internal and external partners and **stakeholders**
- ◆ Performed 5+ presentations at symposiums, **conferences** and other professional functions
- ◆ Participated in a **Mental Wellness** Advisory Committee for Indigenous peoples hosted by Health Canada
- ◆ Worked as the **Acting Manager** for 4 mon. for an urban **Indigenous Knowledge Network**

**Research Assistant**

Nov. 2011 – Feb. 2013

*University of Ottawa, Ontario*

- ◆ Performed **research** regarding **population health** and developmental psychology with the intent of determining the predicting factors to child psychopathology
- ◆ Performed 7+ manuscript revisions and editing for articles submitted to **major journals**
- ◆ Assisted with the preliminary research for a **Ph. D student's thesis** topic that dealt with the **social determinants of health** and oppositional defiance in young children
- ◆ Performed additional **teaching assistant** tasks such as marking and student evaluation

**Surveillance Officer**

Jun. 2010 – Sept. 2011

*Health Canada, Ottawa, Ontario*


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**VOLUNTEER EXPERIENCE**


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**Peer Support Worker**

Jan. 2009 – Feb. 2011

*Canadian Mental Health Association, Ottawa, ON*

- ◆ Provided **emotional and physical support** for a client who was co-morbid with a substance use and **psychiatric** disorder and ensured their safety and accompanied them to community events

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**PROFESSIONAL DEVELOPMENT**


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**Teachers and Trainers of Adults**, Algonquin College, Ottawa, Ontario **2014****Mental Health First Aid**, Mental Health Commission of Canada, Ottawa, Ontario **2012****Applied Suicide Intervention Skills Training**, LivingWorks Education, Ottawa, Ontario **2009**