

## Skills and Qualifications

- Registered as an EIT with APEGBC (applied for P.Eng in November 2017), PMP expected in February 2018
- Over 3 years of project management experience with complex airport baggage system projects and over 5 years of extracurricular people management experience
- Standard First Aid (April 2016), Mental Health First Aid (September 2016) and The Working Mind (December 2016)
- Extensive experience and training on Microsoft Office Suite (including Visio and Project)
- Working knowledge of Good Manufacturing Practices (GMP) and Lean Manufacturing

## Experience

### **Project Engineer, Vancouver Airport Authority** **May 2013 – Present**

- Executed 5 capital baggage improvement projects (with budgets up to \$1M) at or under budget by developing clearly defined project scopes, performing value engineering during design and negotiating contracts and COs with vendors
- Maintained baggage delivery during 20+ major operational impacts by developing contingencies, balancing external and internal stakeholder interests and accurately forecasting MSS costs during the construction of the Baggage Backbone System
- Completed projects on time while managing up to 3 projects and multiple vendors concurrently, providing timely progress updates and being mindful of stakeholder expectations
- Interviewed prospective co-op students, made hiring recommendations and coached successful candidates on Airport Authority processes and procedures including PARs, procurement, SOPARs, lock-outs, RFCs and FAPs

### **Coordinator and Unit Leader, Girl Guides of Canada** **September 1996 – Present**

- Orchestrated a “National Engineering Month” event by recruiting and training 22 APEGBC volunteers to lead hands-on sessions for over 1,000 girls across the Lower Mainland while personally raising \$1.5K in sponsorship (2016)
- Spearheaded a country-twinning pilot project as part of a diverse, multicultural team by developing and delivering global programming for girls in British Columbia and Peru to foster a sense of international community (2015-2016)
- Appointed to the Girl Guides of Canada strategic planning committee to review and update the organization’s strategic plan (2015-2016) and the young women’s hiring committee for the new CEO of WAGGGS (2014)
- Selected via a rigorous evaluation process to be 1 of 2 delegates to represent over 90,000 Girl Guides of Canada members at the 35th WAGGGS World Conference in Hong Kong (2014)

### **Senior Peer Helper, University of Guelph Co-op and Career Services** **September 2011 – April 2014**

- Planned, coordinated and delivered advanced training and workshops to approximately 30 Peer Helpers on a weekly basis to enhance their skills and provide feedback on their progress
- Communicated professionally with students, university staff and prospective employers at the front desk to manage appointments and respond to inquiries in a timely and efficient manner

### **Assistant Analyst, McNeil Consumer Healthcare** **January 2012 – April 2012**

- Provided an assessment of the accuracy and cost-effectiveness of the operation of the liquid filler system by conducting field performance testing and assessing statistical process control of the equipment
- Updated over 450 laboratory test plans and standard operating procedures in accordance with GMP and Lean Manufacturing principles to reflect the latest regulatory requirements

## Education

### **Bachelor of Engineering – Mechanical (Co-op), University of Guelph** **April 2014**

- Graduated with distinction for a combined overall average of more than 80%
- Awarded \$46,400 from six scholarships for demonstrated leadership traits, academic excellence and extracurricular pursuits including \$32,000 and a coveted research assistantship for the Lincoln Alexander Chancellor’s Scholarship
- Selected as Co-op Student of the Year in 2011 and 2013 (and finalist in 2012)
- Profiled in the Admissions Handbook for the Engineering program (2010-2011) and Co-op program (2012-2013)