

Education:

University of Pennsylvania, Fels Institute of Government

Philadelphia, US

Master of Public Administration, MPA

September 2020 – August 2021

- Received a Public Service Scholarship for academic record and commitment to public service.
- Granted a Public Leadership and Service Fellowship for funding used for a United Nations internship.
- Completed capstone consulting project with Canadian consulates in Boston and San Francisco on intangible assets.
- Studied the First Amendment and criminal law with former United States Supreme Court Clerk Marci Hamilton in her Public Law and Public Process and Politics, Policy, and Religion classes.

Western University, Ivey Business School

London, CA

Honors Business Administration, HBA

September 2014 – May 2018

- Graduated with Honors with Distinction for average over 80% in the Honors Business Administration program.
- Dean’s Honor List in 2015, 2017, and 2018 for top 25% grades in program.
- Studied as an Honors Economics and Computer Science in first two years before entering the Ivey Business School with Advanced Entry Opportunity status in years three and four.
- Managed a \$300,000 budget as Student Donation Fund Manager on the University Students’ Council.
- Studied civil law abroad with French Supreme Court Judge Frédéric Jenny at École Supérieure des Sciences Economiques et Commerciales in France with cumulative Mention Très Bien academic standing in semester abroad.

Work Experience:

British Columbia Ministry of the Attorney General

Victoria, CA

Legal Counsel Assistant

February – October 2022

- Provide administrative, secretarial, and legal services for barristers and solicitors in the Natural Resources, Transportation, and Indigenous Legal Group within the Legal Services Branch of the British Columbia Public Service.
- Support groups of 3-7 lawyers in fast-paced office in which flexibility, teamwork, tact, diplomacy, communication, and organization are essential for efficient, accurate, successful, and timely completion of responsibilities.
 - Facilitate in the provision of legal services to all British Columbia Ministries relating to Indigenous concerns.
 - Translate legal correspondences and other documents from French to English and vice versa.

Private Law Practice

Vancouver, CA

Legal Assistant

October 2021 – January 2022

- Contribute to preparation of full spectrum of legal documents for over 40 Indigenous and non-Indigenous clients.
- Opened, closed, and managed client files, completed redactions, filled in time sheets for lawyers on PCLaw, scheduled meetings on Microsoft Teams and Zoom, managed office phone line, and completed billings.
- Serve clients including Ahousaht First Nation, Kiselas First Nation, Kwaw-Kwaw-Apilt First Nation, ‘Namgis First Nation, Peters First Nation, Tsleil-Waututh Nation, and Union Bar First Nation in both public and private legal concerns.

Member of Parliament

Vancouver, CA

Campaign Team Leader

August – November 2021

- Led a team of 15 in support of the Member of Parliament for the West Vancouver-Sunshine Coast-Sea to Sky Country electoral district in their second successful election to House of Commons.
- Facilitated move of campaign team to new workspace over three times the size of the original.
- Onboarded new team members in phone banking, door knocking, and creating video campaign materials resulting in over 2000 confirmed additional votes.
- Connected with, consulted, and gained political insights from full spectrum of constituents in the West Vancouver-Sunshine Coast-Sea to Sky riding.

United Nations

New York, US

Public Administration Intern

May – October 2021

- Contribute to Division for Public Institutions and Digital Government in the Department of Economic and Social Affairs in creation of flagship United Nations E-Government Survey for 193 Member States.
- Develop E-Government Survey 2022 for Member State Questionnaire to rank, map, and measure development for digital ministers, policymakers, and analysts delving into comparative analyses and contemporary research on e-government and public institutions.

- Founding member in team responsible for expanding Local Online Services Index from 100 to all 193 capital cities.
- Managed researchers in report creation for Luxembourg, Ville de Luxembourg, the United Kingdom, and London.
- Contributed to discussions with leaders from Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan to improve digital access and literacy in Central Asia with supervisor Arpine Korekryan.

Canadian Consulate General

Seattle, US

Global Affairs Intern

March – June 2021

- Consult Consul General and consulate team for Washington, Oregon, Idaho, and Alaska on pressing intergovernmental issues with focus on developing personal leadership capacities.
- Prepare trade and economic research reports, study illegal border migration and drug trafficking, manage social media presence, and contribute personal insights respecting the Pacific Northwest.
- Copywrite content for the Consulate's LinkedIn, Facebook, and Twitter pages to improve engagement and footprint.
- Filtered, consolidated, merged, and distilled over 4,000 media and consultant contacts for more effective communications by the creation of more comprehensive databases.

Private Law Practice

Vancouver, CA

Office Assistant

January 2019 – September 2020

- Bring forward, put away, and set bring forward dates for files for lawyers.
- Manage incoming and outgoing mail and corporate accounts.
- Maintain file room, kitchen, library, and offices by ordering and replacing supplies and managing assets.
- Update legal resources and study Canadian law.

Member of Parliament

Vancouver, CA

Campaign Team Leader

January 2019 – October 2019

- Supported outgoing Member of Parliament in stepping away from duties in the riding and transitioning of new candidate.
- Led team in phone banking, door knocking, and creating video campaign materials resulting in first successful election for new candidate to the House of Commons.

Credit Suisse

London, UK

Investment Banking Analyst Intern

September – December 2018

- Served automotive, chemical, diversified industrial, metals and mining, and private equity businesses in Europe the Middle East, and Asia in capital markets, mergers and acquisitions, and leveraged finance capacities in the Global Industrials Group.
- Facilitated deal involving a Texas-based private equity firm acquiring a European real estate service business from a United Kingdom-based conglomerate in a carve-out transaction valued at €1.0B.
 - Represented sell-side in detailing and presenting information regarding clay deposits, lease agreements, and information technology systems to be acquired, integrated, and operated.
- Advised buy-side in Australian multinational metals & mining company's acquisition attempt of a Canadian copper mining company with a market capitalization of \$5.55B to achieve largest global copper production capacity.
 - Grew data bank by 300% and valued 17 Australian and African mine assets using Net Asset Value models.

Mackenzie Investments

Toronto, CA

Asset Management Associate Intern

May – August 2017

- Contributed to founding of new \$40M Mackenzie Global Women's Leadership Fund that gives investors an opportunity to advance companies with women in management.
- Prepared pitch books for advisor presentations to sell Mackenzie Mutual Funds and Mackenzie Exchange Traded Funds and present investment theses.
 - Drafted educational presentations for Laurentian Bank, Sun Life Financial, and Primerica to be distributed to gain further investment in Mackenzie funds.

Interests:

Academic: Appellate Courts, Constitutional Law, Civil Liberties, Comparative Politics, Conflict and Cooperation, Digital Governance, Divisions of Powers, Financial Institutions, Free Trade, Intergovernmental Organizations, International Relations, Legislative Processes, Macroeconomics, Political Theory, Public Policy, Security Studies, & World History.

Personal: Acoustic Guitar, Ancient Greece & Rome, Beethoven, Charles Dickens, David Bowie, Downhill Skiing, French Horn, Fyodor Dostoevsky, Golf, Jazz Trumpet, Leo Tolstoy, Rolling Stones, U2, Value Investing, & YouTube Creation.