

BH

Brenna Hartleib

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JOB OBJECTIVE

- Gain administrative and clerical experience
- Work with new people in interactive environment

EDUCATION

Queen's University (September 2020-present)

- Completing BScH, majoring in Psychology with a Certificate in Sexual and Gender Diversity
- Achieved Honour Roll for second year of studies
- Completed third year fall term with a 3.94 cumulative GPA
- Completed TCPS 2: CORE certificate

University of New South Wales (January 2023-May 2023)

- On academic exchange to UNSW, Australia
- Studying cognitive psychology, criminology and gender intersectionality
- Completed summer term course with High Distinction

Cognition in Psychological Disorders Lab, Queen's University: Volunteer Research Assistant (September 2021- present)

- Piloted studies for researchers
- Developed surveys using Qualtrics
- Gathered psychological measures and organized data
- Trained in administering cognitive assessments

Bill Crothers Secondary School (BCSS) (September 2016 – June 2020)

- Honour Roll for four consecutive years with academic average above 93%
- Health Occupations Students of America (HOSA Canada) President (Grade 12)
- Senior Girls Varsity Basketball, Volleyball, Rugby and Soccer teams

STRENGTHS

- Detail oriented and organized
- Willing to continuously learn and grow
- Resolving situations with honesty and integrity
- Can work independently or collaboratively as part of a team
- Excellent time-management skills
- Experience with Microsoft Office applications

EXPERIENCE

World Pride Mardi Gras Volunteer, Sydney, Australia (February 2023)

- Completed training on diversity, inclusion and safety
- Answered questions from the general public
- Assisted people with disabilities
- Worked as part of a large, diverse team

York Region District School Board: Clerical (May 2022- August 2022)

- Familiarized myself with new technological systems
- Registered hundreds of students for summer camps within the YRDSB
- Handled phone calls with parents regarding registration and camp details
- Answered on-site questions for YRDSB teachers, parents and children

Crisis Line Volunteer, Sexual Assault Centre Kingston (May 2022-present)

- Monitored and answered phone and text lines
- Consoled and validated survivors in distress
- Relayed helpful resources

Peer Support Centre Counsellor, Queen's University (September 2022-present)

- Provided safe, non-judgmental space for students to ask questions or detail personal concerns
- SafeTALK certified

Student Works Painting: Painter (May 2021 - August 2021)

- Planned, budgeted and executed projects
- Worked on-site with team members and clients
- Learned a new skill set while performing physically demanding tasks

Bill Crothers Secondary School: Counsellor & Volunteer (September 2016 – March 2020)

- Right to Play Day Team Leader introducing students to BCSS culture
- Camp Green Acres Day Team Leader welcoming new students to BCSS
- Volunteered at tournaments to coach, score-keep, referee and operate concession stands

MUMBA (Markham Unionville Minor Basketball Association)

- U16 Girls Rep Basketball Provincial Champions (April 2018)
- Raptors OVO Basketball Tournament Game MVP

References available upon request