

# Olivia Ballantyne

oballantyne@bruyere.org | Guelph, ON

## EDUCATION

### **Master of Arts in Recreation and Leisure Studies**

University of Waterloo, Ontario

### **Bachelor of Arts in Recreation and Sport Business with a Tourism Development option**

University of Waterloo, Ontario

## RELEVANT WORK EXPERIENCE

### **Research Coordinator, Centre for Care Access and Equity Research, August 2024 - present**

- Facilitate and coordinate activities for various research projects focused on Indigenous research related to climate change and food insecurity
- Assist with tasks for grant applications
- Support data collection activities for research projects
- Coordinate logistics for the research projects, including facilitating meetings, and establishing project schedules, timelines and resources
- Work with investigator and team to ensure timely drafting and submission of reports, publications, presentations and grants

### **Operations Coordinator, Martin Family Initiative Early Years, July 2023 - August 2024**

- Supported grant research and grant proposal writing with Indigenous community partners
- Provided strategic planning and administrative leadership within the internal team completing tasks such as; grant research, grant writing, funder report writing and budget development
- Traveled to Indigenous partner communities across Canada to support them in strategic planning related to developing and implementing their early learning programs and events
- Facilitated Program Design Supportive Circles monthly to bring together Indigenous partner Program Managers & Cultural Coordinators across Canada
- Lead the creation, ongoing monitoring and management of specific project work plans

### **Program Development Manager, Anishnabeg Outreach, Kitchener, ON, April 2021 - July 2023**

- Designed, implemented and managed an Indigenous youth tutoring and sports program
  - Managed the financial and administrative tasks for this program related to program design, implementation and sustainability
  - Acquired funding to be able to launch the program due to my effective grant writing and communication skills
  - Managed and hired program staff and volunteers
  - Developed successful partnerships to support the program
  - Gained human resources responsibilities including; interviewing, hiring and training new volunteers and staff

**Research Assistant, University of Waterloo, Waterloo, ON, September 2020 - September 2022**

- Wrote literature reviews
- Conducted participant research and outreach
- Facilitated participant interviews, transcribed interviews and analyzed interview data
- Coded scoping review themes and findings

**Teaching Assistant, University of Waterloo, Waterloo, ON, September 2020 - May 2021**

- Supported undergraduate students by explaining course concepts and studying techniques
- Worked alongside professors to grade and provide feedback on undergraduate work

**CERTIFICATIONS**

**Grantseeking**

- Charity Village, April 2024

**Proposal Writing**

- Charity Village, April 2024

**4 Seasons of Reconciliation Indigenous Awareness training**

- First Nations University of Canada, August 2023

**Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans Course on Research Ethics**

- Panel on Research Ethics, September 2021

**AWARDS & SCHOLARSHIPS**

**Graduate Experience Award (GEA) 2020**

- Given to high achieving graduate students who are selected to be Teaching Assistants

**David Johnson International Experience Award 2019**

- Given to a student who demonstrates perseverance and academic excellence

**University of Waterloo Dean's List Student 2016-2020**

- Received 80% grade average or higher each semester

**SUMMARY OF SKILLS**

- Exceptional organization and time management skills
- Over 10 years of customer service experience
- Problem solver
- Flexible team player
- Strong project management skills
- Exceptional communicator