

LUCY BRINKMAN

977 Blythdale Ave
Ottawa, ON K2A 3N9
lucy@brinkmanfamily.ca
613.314.3212

WORK EXPERIENCE

Member's Assistant

Office of MP Rachael Harder, Parliament Hill

September 2017-August 2018

- Completed assignments in the fast-paced, high-pressured, environment of Parliament Hill with tight self-imposed deadlines
- Demonstrated strong, self-motivated, work ethic
- Developed Member of Parliament's communication on challenging and controversial issues in a winsome and articulate way
- Liaised with various federal departments to obtain relevant information for constituents
- Worked alongside the administrative assistant to manage and maintain an organized, well-kept and efficient office space
- Generate briefings from a variety of articles, information sessions, and events
- Conduct research and generate reports on historical and current parliamentary affairs
- Handle MP's correspondence with constituents, MPs, and the Prime Minister
- Coordinated a team of MPs and Parliamentary Assistants on effective strategy for the Standing Committee on the Status of Women
- Wrote speeches for the Member of Parliament to inspire and mobilize Members of Parliament and grassroots Canadians in the House of Commons and at Parliamentary Committee

Child Care Worker

Camp IAWAH, Westport, Ontario

2016 - 2017

- Developed excellent communication and interpersonal skills while working with children and staff to create a productive and welcoming environment
- Worked in collaboration with colleagues to foster children's confidence
- Promoted children's independence and problem-solving skills
- Nurtured children's individuality and encouraged creative expression
- Fostered a safe and fun environment allowing children to develop interpersonal skills

Entrepreneur

Landscaping and Snow Removal

2014 - 2017

- Achieved business goals through developing a sales strategy to obtain contracts
- Demonstrated the ability to work well on my own and with a team
- Fostered strong self-motivation and diligent work ethic
- Cultivated a vision and mission for a successful small business

Sales Associate

Baking Eggs, Byward Market, Ottawa

2016

- Acquired time management skills while serving customers, maintaining shop cleanliness, and working with colleagues
- Developed an aptitude for customer service and problem-solving

COMMUNITY INVOLVEMENT

Event Coordinator

Intergenerational Arts Program, RBC 150, Ottawa

2017

- Received funding for RBC 150 Celebrate Canada initiative
- Brought senior citizens and youth together in a collaborative art program
- Mobilized Canadians of various ages through casting vision, developing a plan for execution, and implemented it in collaboration
- Developed the ability to engage with and communicate to Canadians of various ages and backgrounds

Special Needs Support Worker

SERVE, Calvin Christian Reformed Church, Ottawa

2014 - 2016

- Provided physical and emotional support to people with severe physical and mental disabilities
- Created a welcoming and positive environment for clients to feel safe and secure
- Required to be highly adaptable to varying learning challenges
- Mentored clients, helping instill clients' confidence and life skills

EDUCATION

Ongoing Undergrad studies- International Studies and Business

2018 - present

Redeemer University College, Ancaster ON

- Currently holding a Grade Point Average of 11.2/12
- Member of the Women's Varsity Basketball team, OCAA West Division

Ontario Secondary School Diploma

Redeemer Christian High School, Ottawa, ON

2017

- Nominated for the Lieutenant Governor General's Award for Community Service
- Board of Governors Scholarship for Academic Merit
- Redeemer and Sunlight Foundations Leadership Scholarship
- Athletic Scholarship
- GPA above 90% and Grade 12 French
- Student Council Public Relations Coordinator

REFERENCES

Available Upon Request