

SUZANNE JOLLY

778-385-4566

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www.suzannejolly.com

695 Glenalan Rd

Campbell River, BC V9W 5G6

RELEVANT WORK EXPERIENCE

ATHLETICS AND RECREATION, UNIVERSITY OF BRITISH COLUMBIA

PHYSICAL ACTIVITY MANAGER 2015 - CURRENT

Advise student staff and volunteers to offer recreational programs for UBC students, staff and faculty | Develop initiatives to address needs of marginalized populations | Train recreational staff on diversity and equity | Develop and present reports on recreation participation and student engagement | Co-chair interdisciplinary advisory committee to develop UBC-wide strategy

SUZANNE JOLLY COMMUNICATIONS

CONSULTANT 2010-CURRENT

Workshop facilitation for businesses & public organizations | Design web, social media marketing materials | Freelance writing for online and print publications

SCHOOL OF KINESIOLOGY, UNIVERSITY OF BRITISH COLUMBIA

MANAGER, KINESIOLOGY 2013 - 2015
OUTREACH PROGRAMS

Managed student and professional staff who ran a fitness centre and childrens gymnastics programs | Designed communications plan, including developed a new website, social media and marketing materials | Managed a registration office dealing with drop-in and online registration

PROFILE

A talented facilitator, communications consultant and administrator looking to use her passion for helping others as a Case Manager for NIEFS.

SKILLS

Relationship building
Workshop facilitation
Leadership Development
Advising and Coaching
Equity and Advocacy
First Aid Certified

Proficient in MS Office and Prezi
Wordpress website design and social media tools
Various Registration and Database Programs

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RELEVANT WORK EXPERIENCE

HUMAN RESOURCES, UNIVERSITY OF BRITISH COLUMBIA

HEALTH PROMOTIONS COORDINATOR 2009-2013

Developed programs, workshops and events to address employee engagement and retention issues of UBC | Facilitated workshops on mental health in the workplace | Developed online marketing materials | Developed participation and engagement statistics for annual reports

GREATER NORTHFIELD COALITION COUNCIL

EXECUTIVE DIRECTOR 2006-2008

Developed drop-in resource centre | Facilitated workshops for parents and community groups | Taught Life Skills Training to Grade 4 students at local middle school | Developed mentoring program for local at risk youth with Northfield University volunteer program

REFERENCES

Michael Tan, Director, Intramurals and Recreation UBC Recreation

mike.tan@ubc.ca | 604-822-2982

Wendy Frisby, Associate Director (emeritus) UBC School of Kiniesiology

wendy.frisby@ubc.ca | 778-237-3018

Additional references available upon request.

EDUCATION

M. Ed. Higher Education & Student Affairs Administration

University of Vermont, 2005.

B.A. Communications

Simon Fraser University. 2003.

SERVICE WORK

Founder & Executive Director,
Squamish Motorcycle Festival
Association, 2014- 2017.

Fundraiser, St. Paul's Hospital,
Foundation, Test of
Metal mountain bike race, 2012.

Mentor, Big Brothers, Big Sisters of
the Sea to Sky Corridor,
2011-2012

Organizational Development
Advisor, World University Service of
Canada, Blantyre, Malawi. 2012.