

# Maddy Dineen

Ottawa, ON

maddydineen@gmail.com . (613)-808-5387

## Summary of Qualifications

- Mechanical Techniques - Plumbing student at Algonquin College
- Bachelor's Degree in Social Sciences (Political Science) from the University of Ottawa
- Eight years of experience working in multiple industries and a diverse range of workplace settings
- WHMIS certification (valid until June 2025)
- Level 2 security clearance (valid until December 2027)
- Proven ability to work both independently and as part of a team
- Capacity for effective written and oral communication in English and French

## Work Experience

### **Historical Researcher**

December 2020 – May 2024

*Canadian Development Consultants International Inc., Ottawa, ON*

- Wrote templated historical research reports based on primary source research;
- Digitized and catalogued physical records;
- Prepared scanned documents to be added to the database using Adobe Photoshop and Adobe Acrobat;
- Analyzed documents from previous research in the database to identify records relevant to various projects and
- Evaluated records to identify information resources of business value.

### **Junior Enforcement Officer**

May 2019 - August 2019

*Canadian Radio-television and Telecommunications Commission, Gatineau, QC*

- Assisted in the review of violations of Canada's Anti-Spam Legislation and the Unsolicited Telecommunications Rules
- Effectively analyzed and summarized case material to present to colleagues
- Worked independently and as a team to create document packages for the consideration of the Compliance and Enforcement tribunal and
- Contributed to the drafting of policy and procedure documents, such as potential rules of procedure for tribunal proceedings

## Volunteer Experience and Community Involvement

### **Secretary and Co-Treasurer**

January 2023 - January 2024

*Ottawa Dyke March, Ottawa, ON*

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- Assisted in coordinating the annual march and community picnic;
- Corresponded with vendors and community members via email and phone;
- Managed funds, processed donations, and prepared invoices, and;
- Prepared weekly agendas and meeting notes.

## **Assistant in English Language Learning Classroom**

January 2019 - April 2019

*Adult High School, Ottawa, ON*

- Assisted English Language Learning students at various levels of academic and linguistic skill with reading, writing, and math exercises
- Helped newcomers to Canada develop English conversation skills
- Assisted teacher with facilitation of in-class learning activities

## **Education**

### **Mechanical Techniques - Plumbing (Ontario College Certificate)**

2024 - 2024

*Algonquin College, Ottawa, ON*

- Received Canerector Foundation Scholarship for the skilled trades in 2024

### **Honours Bachelor of Social Sciences, Specialization in Political Science**

2015 - 2020

*University of Ottawa, Ottawa, ON*

- Graduated from the French Immersion program
- Achieved a CGPA of 8.3 and graduated magna cum laude
- Awarded \$1000 merit scholarships for academic achievement during the Winter and Fall semesters of 2019
- Awarded the Hamilton Health Sciences Leadership of Tomorrow Scholarship for academic excellence and community involvement in 2016

## **Professional Certificates and Training**

### **Workplace Hazardous Materials Information System Training (2024)**

*YOW Canada Inc.*

- Valid until June 5, 2025

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## **Ontario Worker Health and Safety Awareness Training (2024)**

*YOW Canada Inc.*

## **Recognition of Health and Safety Training (2024)**

*Infrastructure Health and Safety Association*

- Occupational Health in Construction
- Occupational Mental Health
- Naloxone Training
- Confined Space Hazard Awareness for Construction
- Personal Protective Equipment in Construction