

49 Montgomery Ave | Timmins O N
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MELISSA LEBLANC

SKILLS AND ABILITIES

- Bilingual in French and English. Basic knowledge of Ojibwe and Cree
- Proficient in Microsoft Office, Adobe Pro, Google Suites (Drive, Sheets), Canli, and Westlaw
- Conducted independent study, lead projects and assignments
- Ability to manage workloads efficiently
- Ability to maintain strict levels of confidentiality in handling sensitive information
- Knowledge of Indigenous culture, heritage, history, and traditions
- Strong knowledge of Trauma-Informed Care
- Performs administrative duties efficiently
- Experience in advocacy in legal and social settings

EDUCATION

Trent University <i>Bachelor of Arts Indigenous Studies.</i>	2019 - present
Sir Sandford Fleming College <i>Paralegal Diploma</i>	December 2022

TRAINING/EXPERIENCE

• Standard First Aid – Level C Heartzap Safety Training & Equipment	2023
• Trauma Informed Care and the Therapeutic Process Restoring Balance Consulting with Gerald Kiesman.	2023
• Gladue Writer Certificate Indigenous Perspective Society & Royal Roads University	2022
• Foundations in FASD Training Course “CANFASD”	2022
• Trauma-informed Care (TIC) Alberta Health Services – Canadian Addition Counsellors Certification Federation	2022
• Nijkiwendidaa Anishnabekwewag Honors Certificate Nijkiwendidaa Anishnaabekwewag Services Circle,	2017

WORK EXPERIENCE

Timmins Native Friendship Centre <i>Finance Clerk</i>	Timmins, ON 2024 - Present
<ul style="list-style-type: none">• Proficient in financial data management systems, such as Sage 50 and PayDirt Software• Excellent organizational skills and ability to prioritize tasks and meet deadlines in a fast-paced environment.• Strong analytical skills, capable of identifying discrepancies and resolving financial discrepancies• Commitment to confidentiality and integrity in handling sensitive financial information	

École Monseigneur Jamot

Peterborough, ON

Secretary, Lunch Supervisor, Early Childhood Educator

2018 - 2019

- Read, categorized and routed daily correspondence
- Responded to high volume phone calls and emails daily.
- Accurately entered and updated data records in the company database
- Created and implement lesson plans based on children interest and curiosities

Centre Éducatif Les Petits Curieux

Peterborough, ON

Early Childhood Educator

2018 - 2019

- Facilitated outdoor learning experiences and the involvement of nature as much as possible
- Observed and kept track of each child's learning progress, emotional behaviours, and social skills enabling successful project execution and team efficiency
- Maintained certified in CPR, First Aid, and Worker's Health and Safety Awareness Training

VOLUNTEER ACTIVITIES

Notetaker

2021-2024

Trent University

- Responsible for providing clear and legible handwritten/computer-generated notes for students with learning disabilities
- Efferently managed time during lecture and events to ensure all essential information is capture accurately
- Technical skills using different mediums of note-taking tools and software to engage efficiency for accessibility for notes

Take Back the Night March

2023

Timmins and Area Women in Crisis Centre

- Joined community members, activists, and survivors in a nighttime march against sexual assault and violence
- Collaborated with local organizations, women's shelters, and advocacy groups
- Actively supported survivors by attending and engaging in activities that encourages sharing stories and fostering community support
- Contributed to a global movement advocating for an end to gender-based violence and oppression

Sister in spirit Vigil

2022

Timmins Native Friendship Centre

- Raised awareness about the disproportionately high rates of violence faced by Indigenous women and advocating for systemic changes to address the root causes
- Effective public speaking skills for addressing the audience and conveying important message about violence against Indigenous women
- Skills in creating a supportive and healing environment for communal grief and strength-building

AWARDS

- Indspire's Building Brighter Futures Award
- National Indian Brotherhood Trust Fund
- Hazel Education and Long-Term Education Award
- W. Ross Pinkerton Memorial Scholarship Award
- Mandamin Award with matching funds from the Government of Canada

REFERENCES

Available upon request