

## EDUCATION

**2012 – Equine Journalism** (semester course)

University of Guelph (distance learning)

**1996 – Bachelor of Arts (Concentration Women’s Studies)**

University of Ottawa – Graduated *cum laude*

**1983 – Bachelor of Science (Art as Applied to Medicine)**

Faculty of Medicine, University of Toronto

**1978 – Bachelor of Arts (General Studies)**

University of Guelph – Graduated on Dean’s List of Honours Students

## SUMMARY OF SKILLS AND ABILITIES

- **Excellent, creative, detail-oriented writer/editor:** superior communications and organizational skills, vast experience in preparing a full range of communications products, particularly speeches and articles; publications coordination; coordination of professional writers/editors, graphic designers and other contractors.
- **Long-term experience in federal public service:** strong knowledge base in communication processes, issues and mechanisms, particularly relating to gender equality, diversity, arts and culture; knowledgeable about government and political processes in Canada.
- **Dedicated team player:** focused on mutual respect and a positive approach to generating ideas, motivating for excellence and sharing in successes.
- **Skilled coach and trainer:** experienced in developing and leading seminars and workshops, and mentoring developing professionals.
- **Life-long volunteer,** committed to building community through service, compassion and hard work.

## WORK EXPERIENCE

**02/13 – Present: Free-lance Writer/Editor,** particularly speechwriting and equine journalism.

- February to June 2016 – on contract with Status of Women Canada, providing research and writing services toward International Women’s Day 2016, and Women’s History Months for 2017 to 2022.
- In autumn 2014, provided speechwriting services and advice to a New Brunswick candidate seeking to run in federal politics – a process in which he was successful.

- Wrote articles published in “Riding Instructor Magazine – The Official Publication of the American Riding Instructor Association,” the United Kingdom-based periodical “Horsemanship Journal” and “Centered Riding News.”
- Provided communications services to Status of Women Canada (SWC), on contract.

**04/15 – 08/15: Senior Communications Advisor**, Agriculture and Agri-Food Canada (AAFC), Public Affairs Branch, Ottawa, Ontario (contract position, IS-05 level).

As part of the Internal Communications team, providing communications support to the Deputy Minister, AAFC, and outreach to AAFC staff; providing writing, editing and advice on a range of products, including reports on Deputy Minister’s and Associate Deputy Minister’s regional visits, messages to staff, speeches and articles.

**09/01 – 02/13: Senior Public Affairs Officer (IS-05)**, Status of Women Canada, Communications and Public Affairs, Ottawa

- Writing/editing, strategic planning, communications advice to support directorate activities and senior management, particularly writing/revising, co-ordinating and managing speeches and statements for Minister for Status of Women and senior officials.
- On short turn-around, producing highlights and key messages for the Minister re: *Speech from the Throne* and the federal *Budget Plan*.
- Producing content for SWC website, and providing input to and editing key documents, such as the *Departmental Performance Report* and the *Report on Plans and Priorities*.
- Researching and preparing background information for key commemorative events, such as Women’s History Month and International Women’s Day/Week, helping to develop themes and related communications products through brainstorming sessions, and teamwork with colleagues and contractors.

**11/98 – 08/01: Communications Officer (IS-04)**, Status of Women Canada, Communications and Consultations Directorate

- Publications coordination and communications services to support directorate activities, including managing the publishing process of the Policy Research Fund (PRF) reports and the SWC newsletter *Perspectives*; communications activities related to SWC commemorative events; writing and editing, as required, including formal statements for the Prime Minister of Canada concerning SWC commemorative events.
- Worked extensively with and supervised the work of outside contractors, including writers, editors, graphic designers.

**06/97 – 06/98: Communications Advisor (IS-04)**, Parks Canada Sector, Communications Branch, Department of Canadian Heritage, Gatineau, Quebec

- Provided strategic communications planning, advice, issues sensing, media relations and analysis to programs, clients, senior management and Secretary of State (Parks).

- Writing/revision, coordination and management of all speeches for the Secretary of State (Parks) and other officials, and of Parks Canada press releases.
- Managed key communications products during an extremely busy period in which Parks Canada had five pieces of legislation before Parliament. Member of Working Group on the Canadian Parks Agency (received an employee recognition award), the Department of Canadian Heritage Disability Issues Committee and the Canadian Heritage National Action Committee on Women's Issues.

**06/94 – 06/97: Senior Speech Writer (IS-04)**, Writing and Media Services, Communications Branch, Department of Canadian Heritage, Gatineau

- Wrote and edited speeches and messages on a wide range of topics and issues under short deadlines, for the Minister of Canadian Heritage and representatives, and other officials and dignitaries, including Her Majesty Queen Elizabeth II and His Royal Highness the Prince of Wales.

**01/94 – 06/94: Communications Advisor (IS-04)**, Heritage and Cultural Development, Communications Branch, Department of Canadian Heritage, Ottawa

- Provided communications planning, issues sensing and media analysis, concerning Canada's cultural industries, to programs, clients and senior management.

**06/93 – 12/93: Communications Officer (IS-04)** (secondment), Communications Directorate, Status of Women Canada, Ottawa

- Managed communications planning and project management of the *Report of the Canadian Panel on Violence against Women* release and Women's History Month 1993.
- Provided a full communications services and advice, publications coordination, and conducted research and liaison with clients, stakeholders and partners.
- Collaborated with and supervised the work of outside contractors, including writers, editors, designers and translators.
- Supervised the activities of two summer students.

**02/92 – 06/93: Speech and Press Release Writer (IS-04)**, Information Services, Communications Canada, Ottawa

- Provided a full communications services, particularly speeches for the Minister and other officials, press releases, fact sheets, articles, on a wide range of high-profile issues.

**11/91 – 02/92: Writer/Editor/Project Coordinator (AS-03)** (secondment), Canadian Panel on Violence against Women, Ottawa

- Provided a full communications services, including writing, research, editing and coordinating speeches, press releases and articles.

- Coordinated production of the Panel's Consultation Document in a range of languages, including Aboriginal languages and Inuktituut, and in alternative formats for use by persons who are blind, visually impaired, deaf and/or hearing impaired.
- Accompanied Panel members on the Quebec phase of consultation tours (February 1992), providing communications, logistics, and other support and advisory functions.

**04/88 – 02/92: Editor/Writer (AS-03)**, Correspondence/Ministerial Liaison, Executive Services, Correctional Service of Canada, Ottawa

## **OTHER ACTIVITIES**

- **Equestrian Coach, Clinician and Mentor** – I am a Level III Centered Riding® clinician, and serve on the organization's Communications Committee, Publications Committee and Level I to II Upgrade Committee. I co-chair, edit and regularly contribute to *Centered Riding News*. Centered Riding Inc. is an international, non-profit educational organization, based in the United States.
- **Community Volunteer** – I have been involved in many volunteer initiatives over the years, including developing and teaching therapeutic riding programs. Currently, along with a small team of volunteers, I organize and run used-book sales held several times a year, in association with various community events, to raise money for local charities.
- **Poet and creative writer** – I have had poems and short stories published in several literary journals and chapbook projects.

**References** and further information available upon request.