

# LEANNE MIHALICZ, B.RS., B.Ed., M.Ed.

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*“Unless you try to do something beyond what you have already mastered, you will never grow.”*

## **SUMMARY OF SKILLS**

### ***Communication and Leadership***

- ☐ Confident writing reports, letters, grant applications, articles, promotional materials
- ☐ Experience public speaking and facilitating groups; chaired committees, facilitated workshops, presented at conferences and events
- ☐ Professional and successful liaising with businesses and organizations in the community; coordinate work practicums and engage in program marketing and promotion
- ☐ Strong collaboration skills; partner with colleagues and community organizations on various projects
- ☐ Organizational and leadership skills; led numerous programs and special events
- ☐ Generated substantial funds through sponsorships, grants and fundraising
- ☐ Mentored, supervised and evaluated employees, volunteers and students

### ***Teaching and Career Coaching***

- ☐ Post-secondary and high school teaching experience, current BC Teaching Certification
- ☐ Experience working with diverse learners including special needs, Indigenous and international students
- ☐ Extensive knowledge of career development: Practicum Coordinator, Student Employment Coordinator, Career Preparation teacher, Chairperson for Career Education Committee and Career Centre Coordinator, member of the Career Development Manitoba Curriculum Committee
- ☐ Integrate experiential, service and project-based learning into curricula
- ☐ Mentor and supervise practicum and work study students

### ***Technology***

- ☐ Excellent computer skills and experience integrating technology into curriculum and presentations
- ☐ Experience using learning management systems including Moodle, Blackboard, Google
- ☐ Knowledge and practice using Office 365, Word Press, and social media platforms
- ☐ Taught Computer Applications and competent using a variety of software

## **EDUCATION**

<b><i>Master of Education</i></b> Honors	Thompson Rivers University Kamloops, BC	June 2020
<b><i>Bachelor of Education</i></b> Honors	Brandon University Brandon, MB	May 2003
<b><i>Bachelor of Recreation Management</i></b> Management minor & honors	University of Manitoba Winnipeg, MB	December 1997

## **POST SECONDARY EXPERIENCE**

### ***Instructor and Work Experience Coordinator***

Thompson Rivers University                      Kamloops, BC                      September 2009-June 2020

- Teach students with intellectual disabilities in the *Education & Skills Training Program*
- Courses include: Advanced Topics, Workplace Communication & Math, Retail Theory, and Practical Experience
- Coordinate and supervise student practica
- Develop program promotional materials and liaised with businesses, community organizations, and service providers
- Coordinate, integrate and promote a social enterprise on campus (ESTR's Market)
- Design and participate in marketing and recruiting, including interviews with future students
- Collaborate with School District 73 on Mind the GAP project, transitioning high school students

### ***Korean Internship Instructor/Coordinator***

Thompson Rivers University                      Kamloops, BC                      September 2009-April 2011

- Coordinated tourism internships for Korean students from Nazarene University
- Taught career planning and job search workshops and classes

### ***Student Employment Coordinator***

Thompson Rivers University                      Kamloops, BC                      September 2008-July 2009

- Provided one-on-one and group career coaching and job search assistance
- Coordinated and presented workshops regarding labour market information and other job search topics
- Planned and organized special events including TRU Job Fair, career days, and employer presentations

### ***Sessional Instructor***

Brandon University - PENT                      Brandon, MB                      June/July 2003

- Instructed summer courses in the Program for Education for Northern Teachers (PENT)

## **HIGH SCHOOL EXPERIENCE**

***NorKam Secondary***                      Kamloops, BC                      2008

- Term position instructing grade eight English and grade nine/ten Physical Education

***Teacher on Call***                      Kamloops, BC                      2007-2008

- Taught a variety of subjects and grades for School District #73

***Vincent Massey High School***                      Brandon, MB                      2003-2007

- Taught grades ten, eleven and twelve including: Career Preparation, Computer Applications, Student Leadership, and Skills for Independent Living
- Organized and coordinated the school's Career Centre, which included assisting students with post-secondary planning, job search, volunteer opportunities and scholarship information

<b><i>Substitute Student Teaching</i></b>	Snow Lake & Brandon, MB	2000 -2002
▪ Taught grade 8 Social Studies, Grade 8 English, Grade 9 Math, PE 9/10		

### **ADDITIONAL WORK EXPERIENCE**

<i>Recreation Director</i>	Town of Snow Lake	1998-2000
<i>Aerobics Instructor</i>	Snow Lake, Manitoba	2000/01
<i>Research Assistant</i>	University of Manitoba	Summer 1997
<i>Marketing Assistant</i>	Parks Canada, Winnipeg	January – April 1997

### **SERVICE/MEMBERSHIP/CO-CURRICULAR**

<i>Member</i>	Association for Experiential Education	present
<i>Executive Member</i>	Disability Resource Network BC for Post-Secondary	2013-present
<i>Field Supervisor</i>	TRU Human Service program (Fall & Winter semesters)	2011-present
<i>Committee member</i>	Awards Committee	2017-2019
<i>Member</i>	TRU Disability Services Committee,	2011-2013
<i>Teacher Advisor</i>	Youth in Philanthropy and Student Council	2004-2007
<i>Chairperson</i>	Career Education Committee	2004-2007
<i>President</i>	Manitoba Association for Student Activity Advisors (MASAA)	2006-2007
<i>Board Member</i>	Northern Manitoba Recreation Assn.	1998
<i>Board Member</i>	Healthy Communities	1998
<i>Coaching</i>	Freshman Girls volleyball & basketball	

### **GRANT APPROVAL AND DEVELOPMENT**

TRU Mind the Gap	2019/2020	Conconi Foundation	2015
Spencer Creo Foundation	2017	Vancouver Foundation	2014
New Gold Community Grant	2016/2012	TRU SERC	2012

### **PROFESSIONAL DEVELOPMENT**

Social Media – Kamloops Innovations	2020	Blackboard/WebCT training	2007
Teaching Practices Colloquium	2020	Activities that Teach	2006
Author Your own Career	2020	MB Career Education Committee	2006
Experiential Learning Conference	2019	MB Student Leadership Conference	2005
Disability Resource Conference	2013-2018	U of M – Career Counseling	2005
Flipping the Classroom	2017	Career Cruising	2005
Labour Market Information	2017	Manitoba Human Rights Conference	2005
Abilities in Motions Conference	2013	Manitoba Aboriginal Conference	2004
Teaching Practices Colloquium	2008-13	Front Page/Dream Weaver	2004
Writing across Borders	2009	PE/HE Curriculum YAG Session	2003
Instructional Skills Workshop	2008	Lion's Quest	2002
Labour Market Information	2008/09	ADHD Children in the Classroom	2002
Phil Boyte workshop	2007	Electrifying your Lessons	2001

### **VOLUNTEER EXPERIENCE**

<i>Special Events Committees</i>	Community Inclusion/Disability Awareness	2017-2019
<i>Fundraising Committee</i>	Dance Gallery	2014/15
<i>Tournament Coordinator</i>	Kamloops Minor Hockey	2008/09
<i>Special Events Coordinator</i>	Snow Lake Minor Hockey Executive	2000/01
<i>Chairperson</i>	Northern Juried Art Show	2000

## **REFERENCES**

### **REFEREE**

**Nan Steven, Ed.D.**

Assistant Professor, B.Ed. (Elementary) Coordinator  
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