

E M I L Y W I L L I A M S



CONTACT

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CERTIFICATIONS

HIPAA

Certified Associate Business Analyst

Business Continuity Professional

DRI Canada

Agile Certified Practitioner

Project Management Institute

CPR Instructor

Ottawa Paramedic Service

SKILLS

Team Management



Communications



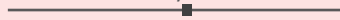
Leadership



Customer Service



Business Analysis



French Translation



PERSONAL PROFILE

A natural leader with strong communication and organizational skills; experienced working in dynamic, fast-paced environments; certified in team building, business plan writing, and media relations. An expert in process management, revenue optimization, and strategy development with a proven record of success.

WORK EXPERIENCE

2013 – Present | The North West Company

Department Manager: General Merchandise

- › Short description of job function
- › Accomplishment

2010 – 2013 | YMCA Ottawa

Human Resources Administrative Coordinator

- › Short description of job function
- › Accomplishment

2005 – 2007 | Costco Wholesale

Merchandiser, Customer Service Associate

EDUCATION

2010–2013 | McGill University

B.A. Political Science & Philosophy, Double Major, GPA: 3.2

2007–2010 | Algonquin College, Ottawa

Architectural Technology, Honours

REFERENCES

Bob Smith

Owner, NWC

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Maggie Hall

Program Director

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Kristy Clarke

Floor Manager

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