

Scott S.

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## PROGRAM AND PROJECT MANAGER | SENIOR LEVEL MANAGER

- *Passionate business leader* offers talents in all areas of strategic planning and governance honed through 10 years of progressive experience in effective project and event management. Leverages proven expertise in research, analysis, reporting, and communications to optimize financial, public relations, and administrative operations.
- *Assertive relationship builder and collaborator* brings a record of excellence in motivating staff members and liaising with stakeholders and management to execute key goals and maximize productivity. Blends excellent communication with an impeccable attention to detail and an exemplary work ethic in order to strengthen both internal and external relations. *Fluent in English, Russian and Ukrainian.*

### AREAS OF EXPERTISE

#### INTERNATIONAL DEVELOPMENT

- Directed cross-functional teams in organizing logistics and administration and rolling out plans for international development projects, political events, electoral campaigns, conventions, and trade fairs across Canada.
- Coupled pragmatic leadership with a disciplined work ethic to preside over large scale commercial investment strategy, communications projects, and strategic stakeholder initiatives, while liaising with ministry offices, premier advisory committees, boards, commissioners, and economic and labour leaders.
- Led research, briefings, and reporting for special projects and assignments by gathering, analyzing, and synthesizing key information as well as collaborating with stakeholders and international development investors.

#### VOLUNTEER, STAKEHOLDER, & PUBLIC RELATIONS

- Managed the day-to-day office supervision of up to 50 volunteers performing within the government and electoral environment. Headed numerous initiatives to foster positive reputations, boost exposure, and stir momentum.
- Conceptualized and initiated development campaigns while networking and negotiating with NGO's and advocacy groups to achieve project requirements.
- Cultivated strong external relationships with a wide range of stakeholders and diplomats, industry leaders, corporate, community, and business partners.

### CAREER DEVELOPMENT

#### MANAGER – PROJECTS AND EVENTS

xxxx – xxxx

*Primus Exhibitions Group – Toronto, ON*

Brought on board with this international group of companies specializing in the organization of Canadian and international events, conferences and trade fairs to achieve international development goals, oversee operations of the Canadian Branch, take a senior role in development and implementation of projects, conduct company communications and marketing, and provide leadership, management, and training support to temporary staff and team members.

Responsibilities included: development and sourcing of logistics for new events, coordination of existing events, supervision and training of temporary staff, planning and organization of communications and marketing campaigns, sales, support of end-to-end back office functions, management of relationships with agents, clients, trades, speakers, public officials, foreign dignitaries (ambassadors), ministry and government officials CEOs, academics, and presenters.

Facilitate international development by organizing approximately 7 trade shows each year, targeting international developers and investors.

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## CAREER DEVELOPMENT CONTINUED...

Summary of Major Areas of Work:

- Event and Project Management and Development
- Sales and Marketing Campaigns
- Team Leadership and Temporary Staff Training and Supervision
- Not for Profit Relationships

Key Accomplishments:

- Attained progressively more senior ranks within the company, starting from Executive Assistant up to Manager.
- Tapped to serve as Executive Officer for the Canada branch with a mandate to sources and secure relationships with North American clients and service providers.

## PROJECT MANAGER

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*Primus Homes – Kitchener, ON*

Managed operations in this business in the residential construction industry, taking the lead in recruiting principal contractors, developing relationships with real estate agents, and overseeing the end-to-end construction of custom home properties in the Kitchener-Waterloo area between 2005 and 2008.

Oversaw the end-to-end construction process from acquisition of land and architectural plans to recruitment of a principal contractor, and liaison with developers, contractors, financiers, and inspectors.

Ensured strict adherence to all applicable safety codes and sustainable construction practices, maintained a high quality of workmanship, and proactively prevented litigation and regulatory issues through prudent due diligence.

## OFFICE ASSISTANT (CO-OP)

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*Toronto Pearson International Airport (Greater Toronto Airport Authority) – Toronto, ON*

Completed a student placement program with the organization tasked with operating Canada's largest international airport with core accountabilities including maintenance of a library of reports, collecting field samples, and managing laboratory tests in addition to managing a wide variety of administrative and clerical support functions.

## VOLUNTEER EXPERIENCE

Has years of experience engaging with local communities and NGOs in volunteer capacity. Volunteers primarily for election campaigns at local, provincial and federal level in and around Toronto, ON. Experience includes face-to-face community involvement, local organization, events and campaigns, fundraisers, leadership, training, recruitment and retention of volunteers. Has strong understanding of inner work of municipal and provincial levels of government.

Key Accomplishments:

Served in senior capacity for a federal election campaign (Canvass Co-Chair), responsible for development and implementation of strategic campaign canvass plan, training and organization of more than 50 volunteers

## EDUCATION &amp; PROFESSIONAL DEVELOPMENT

*Bachelor of Environmental Studies (Co-op), Honours Environment & Business, 2007*  
University of Waterloo, Waterloo, ON

*Non-Degree Courses in Canadian Politics – University of Toronto, Toronto, ON, 2011*  
*Continuing Education Seminars in Event and Project Management – Various Locations, 2012*

*Currently working towards CMP (Certified Meeting Professional) Certification*  
*Currently working towards PMP (Project Management Professional) Certification*