

Kelsey Flynn

117 Haverhill Road SW, Calgary, AB, T2V 3E4 | 403-808-2573 | kelseyflynnn@gmail.com

BACHELOR OF ARTS | APRIL 2016 | UNIVERSITY OF CALGARY

- Linguistics Major, Management and Society (Business) Minor

HR & COMPLIANCE ADMINISTRATOR | FRANWORKS | CALGARY, AB | APRIL 2019 – PRESENT

- Licensing: Maintaining licenses for business across Canada and USA. Handling renewal documents and database of records. Leading in licensing files by coordinating with different agencies, departments and remote representatives.
- Worker's Compensation: Managing all accounts, ensuring that reports are completed with accuracy; managing back to work plans for employees.
- Analytics: Creating reports indicating areas of loss and improvement in health & safety, compliance audits. Analyzing data for various departments, compiling high level industry news for CEO.
- Data Collecting: Various concepts, designing through Formstack and Survey Monkey.
- Editing & Research: HR inquiries (current regulations, court hearings, etc.), writing/editing compliance documents.

RECEPTIONIST/OFFICE MANAGER | FRANWORKS | CALGARY, AB | MARCH 2018 – PRESENT

- Information Management: Updating contact lists for corporate and regional staff.
- Inventory: Managing office inventory of storage units in underground parkade and rooftop access; performing a building-wide clean and purge of old items.
- Corporate Arrangements: Booking boardrooms; organizing and booking travel arrangements for staff.

CLINICIAN/INSTRUCTOR | THE READING FOUNDATION | CALGARY, AB | MAY 2015 – APRIL 2017

- Teaching: To students aged five to adult in fields of reading, writing, comprehension, math, and editing.
- Design: Preparing for each student's program sessions by taking and referencing detailed clinical notes during sessions and pulling external resources. Working within a large team to tailor programs to individual students.
- Language usage: Using fine linguistic skills (particularly phonological, phonetic) to assess student's language discrepancies and making adjustments.
- Cultural Competency: Working with students from a variety of cultural, economic and language backgrounds, including teaching ESL. Implementing behavioral management skills for students with learning disabilities (ADHD, Down's Syndrome, Autism Spectrum, etc.)

SKILLS & ABILITIES

- Teamwork: Clear and concise communicator, an active listener. Effective problem-solving and complaint resolution skills. Past experience with remote work (even prior to a pandemic.).
- Workload Management: Analytical thinker, quick learner, often self-teaching external programs. Highly organized, managing both tight and dynamic deadlines.
- Project Management: Proficient in all Microsoft and G-Suite applications, knowledgeable in Survey Monkey, Formstack, Basecamp and Monday.com.

References Available Upon Request