

Junior Trade Policy Analyst [F20 - September to December 2020]

Mandate:

The Trade Policy and Negotiations Branch of Global Affairs Canada is seeking co-op students beginning in September 2020. We are responsible for Canada's international trade policy, including leading and coordinating government-wide efforts to negotiate bilateral and regional trade agreements, coordinating the implementation and management of existing trade agreements, and overseeing Canada's participation in multilateral agreements and negotiations at the World Trade Organization.

Job Description:

Junior Trade Policy Analysts support the development of Canada's international trade policy.

Activities May Include:

- Participating in trade negotiations by preparing research and analysis on Canada's international trade policy objectives and issues
- Working with lead negotiators, other Government of Canada departments, other headquarters divisions and Canada's missions abroad on a wide range of matters related to trade negotiations
- Preparing Ministerial Question Period notes, Ministerial correspondence, communications products, and other documents
- Assisting in consultations with other Government of Canada departments and agencies and domestic stakeholders
- Preparing responses to public inquiries related to trade negotiations

A placement in the Trade Policy and Negotiations Branch allows you to gain valuable experience working with a wide variety of organizations (e.g. other Government of Canada departments and agencies; Canada's missions abroad; Provincial and Territorial governments; domestic stakeholders). You could also gain experience contributing to the management of high-profile trade issues, specialized aspects of international trade, and Canada's foreign affairs and international trade policy.

Qualifications:

Education

To be eligible, applicants must:

1. have full-time student status.
2. either have an undergraduate degree or be entering the 4th/final year of their undergraduate studies; and,
3. be enrolled in a Public Service Commission-approved Co-op/internship program.

Experience

- Experience* researching, analyzing, and writing on subjects related to trade, international affairs, or public policy.
*This experience can be acquired through academic coursework, professional experience, research, or volunteer activities.

Abilities

- Ability to communicate complex issues, verbally and in writing, in a clear, concise, and accurate manner
- Ability to conduct research, analyze, and synthesize complex information
- Ability to work under pressure with tight and conflicting deadlines
- Ability to work as part of a team

Knowledge

- Knowledge of international trade
- Knowledge of Canadian trade policy priorities and objectives

Skill and Personal Suitability

- Interpersonal skills; Attention to detail; Strong written communication; Analytical skills; Initiative; Judgement; Adaptability; Teamwork

Asset Qualifications:

- Proficiency in both of Canada's official languages; Proficiency in Microsoft Excel

Who Can Apply:

Applicants must be a Canadian citizen

Requested Documents:

600 words maximum. Must include the following: the reasons why you are interested in this opportunity; how you meet the qualifications; your citizenship status and level of security clearance (if previously obtained).

Reference:

"Junior Trade Policy Analyst" *ArtsCoop* , 8 Aug. 2020, <https://arts-ubc-csm.symplicity.com/students/app/jobs/detail/4e2253988c03ea27bbf46b406afba1e6>

MEERA PATEL

7755 2ND ST. – BURNABY BC, V3N 3S3 | 778 302 3928 | meera.patel@alumni.ubc.ca

August 8, 2020

Timothée Marengere
Trade Policy Analyst, Trade Policy and Negotiations
Global Affairs Canada
111 Sussex Drive, Ottawa, ON, K1N 1J1

RE: Junior Trade Policy Analyst

Dear Mr. Marengere,

I am excited to apply the skills and knowledge I've gained as a full-time fourth-year economics and commerce student at the University of British Columbia (UBC) into the real world alongside the teams at Global Affairs Canada (GAC). As a Canadian citizen, the opportunity to contribute to the inspiring economic work taking place within the Trade Policy and Negotiations branch, such as Canada's foreign policy and international trade policy development, will be a great pleasure and invaluable learning experience. I have acquired strong public sector experience as a Junior Economic Analyst with the Manufacturing and Life Sciences Branch (MLSB) at ISED Canada, in addition to the in-depth quantitative and qualitative research analysis skills I've developed from key core courses and workshops throughout my academic career. I have developed strong judgment, adaptability, and interpersonal skills from several extracurricular initiatives. I am confident these skills, coupled with my passion for the changing global affairs landscape and sincere desire to gain practical experience with public sector policy development, enable me to be a strong and reliable Junior Trade Policy Analyst and positive addition to the team at GAC.

The 4-month co-op at ISED Canada allowed me to gain valuable knowledge about the Government of Canada and its mandate while learning alongside a dynamic team of mentors. I supported the preparation of a detailed sectoral analysis white paper presented to senior management. I analyzed large datasets in Microsoft Excel and R Studio to determine essential trade and sector statistics for this project. I synthesized the information using Power BI, Microsoft Excel, and Microsoft PowerPoint to create visual depictions of our analysis. I completed timely media scans each week, across Canadian and Global industry news outlets, to produce a briefing for the Office of the Privy Council (PCO). I led and participated in several team meetings, and conference calls. I wrote a research paper regarding the innovation of existing performance standards across the Canadian apparel industry, aiming to improve the industry's export orientation in the world market. This long-term project strengthened my organization, time-management, and communication skills. These experiences are directly relevant and applicable to the analyst role at GAC. This positive federal government experience, and my passion to contribute to Canada's economic development while learning about Canadian society, has strongly influenced my desire to pursue this opportunity with GAC. This opportunity will build on the international trade theory knowledge I've gained from courses like *ECON 355 - Introduction to International Trade* and *POLI 260 – Introduction to Global Politics*, through practical experience.

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Moreover, I have taken the initiative to develop Microsoft Excel skills outside of the university setting by enrolling in the PwC “Problem Solving with Excel” course offered on Coursera.org. Outside of academia, my experiences are in a variety of roles ranging from customer service in retail to domestic and international volunteer initiatives focused on economic empowerment and poverty alleviation. These experiences have positively influenced my leadership, judgment, and team-work qualities, and are directly transferable and beneficial to the tasks required of the Junior Trade Policy Analyst.

I have had *reliability* clearance and am qualified English Essential. I greatly appreciate the opportunity to further discuss my qualifications. To arrange an interview, please contact the UBC Arts Coop Office at 604-822-1529 or arts.co-op@ubc.ca. Thank you for your time and consideration, I look forward to hearing from you soon.

Sincerely,



Meera Patel

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HIGHLIGHT OF SKILLS

- R, R Studio, Microsoft Word, PowerPoint, Excel, Publisher, Outlook and Power BI
- Proficient with social media, i.e. Facebook, Twitter, Instagram, Pinterest, Reddit, and Snapchat
- Exceptional communication and interpersonal skills
- Ability to work independently and in team settings
- Analytical mindset
- Responsible, reliable, highly organized, and detail-oriented
- Adapts to shifting priorities, and takes initiative
- English Essential and fluent in Gujarati
- Completion of French language courses, grades 8 to 12
- Reliability clearance

EDUCATION & PERSONAL DEVELOPMENT WORKSHOPS

Bachelor of Arts, Major in Economics; Minor in Commerce - May 2022 **Present**

University of British Columbia, 2329 West Mall, Vancouver, BC V6T 1Z4

Currently Enrolled: Money and Banking; Technical Writing

Completion of 15 courses specialized in

- **Economics:** Macroeconomics; Microeconomics; Intermediate Macroeconomic Analysis I; Intermediate Microeconomic Analysis I; Introduction to Strategic Thinking (Game Theory); Wealth and Poverty of Nations; Introduction to International Trade; Women in the Economy; Methods of Empirical Research in Economics; Benefit-Cost Analysis and the Economics of Project Evaluation
- **Business:** Introduction to Business; Organizational Behavior; Marketing Management; Fundamentals of Financial Accounting; Business Finance

PwC – Problem Solving with Excel **Mar. 2020**

Coursera.org

Introduction to “R” for Statistical Analysis **Feb. 2020**

UBC Library Research Commons, 1961 East Mall, Vancouver, BC Canada V6T 1Z1

Illuminate: Polishing Your Presence Conference **Jan. 2019**

UBC Arts Co-op Program, Buchanan C121, 1866 Main Mall, Vancouver, BC V6T 1Z1

Illuminate: Light Up Your Brand Conference **Nov. 2018**

UBC Arts Co-op Program, Buchanan C121, 1866 Main Mall, Vancouver, BC V6T 1Z1

High School Diploma **Sep. 2011 - Jun. 2016**

Cariboo Hill Secondary School, 8580 16th Ave, Burnaby, BC V3N 1S6

RELEVANT EXPERIENCE

Business Services to Manufacturing and Consumer Products Directorate, Junior Economic Analyst

Sep. 2019 – Dec. 2019

Manufacturing Life Sciences Branch, Innovation Science and Economic Development Canada

235 Queen St. Ottawa, Ontario K1A 0H5

Supported the preparation of a detailed sectoral analysis white paper for the consumer products subsectors. Analyzed and synthesized large datasets from Statistics Canada, Trade Data Online, OECD, and Eurostat Monitor, manipulating them in MS Excel and R Studio skills to determine essential trade and sector statistics. Utilized Power BI, MS Excel, and MS PowerPoint to create visual depictions of our analysis and results. Completed weekly media scans across industry news outlets, to produce a briefing for the

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Office of the Privy Council (PCO). Led and participated in team meetings, and conference calls with several stakeholders. Conducted a research project regarding the innovation and implementation of international standards across the Canadian apparel industry. 2 times GBA+ certified. Unconscious Bias training certified.

Treasurer; Director of External Communication

Sep. 2017 – Present

UBC Canadian Wheelchair Club, 2329 West Mall, Vancouver, BC V6T 1Z4

Communicate professionally with potential sponsors and donors. Raised approximately \$4,000 to sponsor 15 wheelchairs that were delivered to impoverished communities in San Jose, Costa Rica in August 2019. Planned and implemented eight fundraising events for the UBC community, among them our keystone Movement towards Mobility Gala, to raise awareness around the lack of global mobility. Co-ordinated, marketed, and implemented two successful bottle-drives raising over \$1100 while working with the local Surrey, BC community to recycle and protect the environment. Became the liaison between the club and Alma Matter Society of UBC (AMS), creating budgets, submitting grant applications, and conducting all additional financial responsibilities.

Retail Service Specialist / Cashier / Stock Service / Beauty Advisor

Jun. 2015 – Present

London Drugs Ltd. 4970 Kingsway, Burnaby, BC V5H 2E2

As service specialist, maintained and organized daily correspondences, emails, online orders, and front desk paperwork. Demonstrated quick learning through changing responsibilities over the 4 years of employment, which led to the development of strong teamwork, communication, and leadership qualities when training new employees. Strengthened problem solving and decision-making skills when interacting with unexpected customer issues and concerns, as well as fellow employee disputes.

IIHF World Junior Championship 2019 – Economic Impact Team / Logistics

Dec. 2018 – Jan. 2019

Hockey Canada; International Ice Hockey Federation, 99 W Georgia St, Vancouver, BC V6B 1Z3

Gathered demographic, market, and public opinion data through surveys. Informed public about the positive impact from hosting an event of this magnitude, during seven championship junior hockey games at Rogers Arena. Volunteered 30 hours, effectively surveying Fans prior to game time and during intermissions. The Economic Impact survey's purpose was to analyze and examine the effects of the World Juniors' on the host city, and the provincial economy.

Student Government – Member at Large & Minister of Finance

Sep. 2012 – Jun. 2016

Cariboo Hill Secondary School, 8580 16th Ave, Burnaby, BC V3N 1S6

Managed financial budget for all Cariboo Hill Clubs throughout the school year, ensuring optimal use of our funds. Created and ordered merchandise for student government members in the form of branded attire, utilizing excel spreadsheets and Microsoft programs during the project. Strengthened leadership skills through active engagement in the local community. Handled multiple projects and responsibilities concurrently, developing excellent time-management skills.

Information Officer

Oct. 2015

Elections Canada, 620 Royal Avenue, Suite 10. New Westminster, BC V3M 1J2

Facilitated electors and candidates' representatives to appropriate stations, and through the voting process in a timely effective manner, while conducting satisfactory ID and address checks. Ensured that the poll closed at the prescribed time and that electors exercised their right to vote.

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August 8th, 2020

Robert McGregor
Sales Supervisor
London Drugs #006
4970 Kingsway, Burnaby, BC V3L 5H1

Dear Rob,

I hope this letter finds you well in these unusual times. I am currently in the process of applying for a Co-op position with Global Affairs Canada as a Junior Trade Policy Analyst, and I am writing to ask if you would be comfortable to provide me a strong letter of reference? I believe your reference will be a valuable component of my application.

Having had your supervision over the course of 5 years at London Drugs, I feel you can speak highly of my growth as an individual. You have seen me adapt and flourish in several roles from Customer Service Specialist, to Cosmetician amongst others at London Drugs. I hope you will agree these roles contributed to communication, teamwork, and leadership qualities. You have witnessed how I manage time and multiple responsibilities effectively between this part-time job and as a full-time student.

I have attached my resume for reference, and you can access my LinkedIn profile here: www.linkedin.com/in/meerap049. I am happy to discuss any questions you may have. Thank you for your time. I look forward to hearing back from you soon.

Sincerely,



Meera Patel

MEERA PATEL

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August 8th, 2020


Mollika Bashar
Senior Economist
Innovation Science and Economic Development Canada
235 Queen St, Ottawa, ON K1A 0H5

Dear Mollika,

I hope this letter finds you well in these unusual times. I am currently in the process of applying for a Co-op position with Global Affairs Canada as a Junior Trade Policy Analyst, and I am writing to ask if you would be comfortable to provide me a strong letter of reference? I believe your reference will be a valuable component of my application.

I have attached my resume for reference, and you can access my LinkedIn profile here: www.linkedin.com/in/meerap049. I am happy to discuss any questions you may have. Thank you for your time. I look forward to hearing back from you soon.

Sincerely,



Meera Patel

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August 8th, 2020

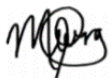
Kasondra White
Director
Innovation Science and Economic Development Canada
235 Queen St, Ottawa, ON K1A 0H5

Dear Kasondra,

I hope this letter finds you well in these unusual times. I am currently in the process of applying for a Co-op position with Global Affairs Canada as a Junior Trade Policy Analyst, and I am writing to ask if you would be comfortable to provide me a strong letter of reference? I believe your reference will be a valuable component of my application.

I have attached my resume for reference, and you can access my LinkedIn profile here: www.linkedin.com/in/meerap049. I am happy to discuss any questions you may have. Thank you for your time. I look forward to hearing back from you soon.

Sincerely,



Meera Patel