

MICHAELA BASCIANO

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OBJECTIVE

Earning admission into Mohawk College's Human Resources Management (113) Program in order to obtain a future workplace position that will challenge and help me grow as a professional within the Human Resources sector.

SKILLS

Accountability
Leadership
Event Planning
Social Media Management
Basic Marketing
Conflict Resolution
Policy Writing
Collaboration & Cooperation
Customer Service
Team Building & Management
Organization
Robert's Rules of Order

EDUCATION

BACHELOR OF ARTS

Major: Psychology
Minor: Commerce

University of British Columbia (UBC)
2016 - Present

ONTARIO SECONDARY SCHOOL
DIPLOMA (with AWARD OF
EXCELLENCE)

St. Francis Catholic Secondary School
2012 - 2016

CERTIFIED ENTRY LEVEL
ACCREDITATION

Canadian Ski Coaches Federation
2014

EXPERIENCE

INTERNAL DIRECTOR AND HUMAN RESOURCE HEAD

The Calendar (UBC) / 2020 - Present

Directed the internal portfolio and executives of the organization. Planned and executed all hiring campaigns. Lead director, executive, portfolio, and big team meetings. Human resources and conflict resolution lead. Responsible for team building, cooperation, and development as well as maintaining the team's organizational culture.

Notable Accomplishments:

- Continued the writing and began the implementation of The Calendar's first Code of Conduct and Sexual Assault Policy.
- Spearheaded the creation of new internal portfolio committees.
- Organized and assisted in the facilitation of Sexual Assault Intervention and Prevention Education for the UBC's largest event planning and community culture building groups.

SALES & MARKETING and HUMAN RESOURCES ASSISTANT

Mountainview Building Group / (Seasonal Full-Time Employment) 2017 - Present

Assistant to the Sales & Marketing Manager and Coordinator of Mountainview Homes. Assisted President & Human Resource officials in the creation of policies.

- Created policies (e.g., dress code policy) for employee handbook.
- Contacted clients and potential buyers.
- Created, reviewed, ordered, and assisted in the creation of marketing and branded material.
- Competitive price analysis and market research.

PROFESSIONAL DEVELOPMENT COORDINATOR

The Calendar (UBC) / 2019 - 2020

Designed professional development sessions and training days for all portfolios of the organization that fostered both personal and professional growth of all members of the team. Assisted in handling and managing of intrapersonal and interpersonal conflicts. Human resources.

Notable Accomplishments:

- Assisted and organized the hiring process of The Calendar representatives and the future executive team with the Internal Director.
- Created the working relationship between The Calendar and UBC's Sexual Violence Prevention and Response Office (SVPRO) and the Wellness Centre's First Aid Student Team (FAST) in order to promote, support, and conduct safer event practices on campus.
- Presented at the UBC Student Leadership Conference (SLC) to educate those planning events on how to do so safely.
- Began the writing of The Calendar's first Code of Conduct and Sexual Assault Policy.

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TECHNICAL SKILLS

Microsoft Word / Pages
Microsoft Excel / Sheets
Microsoft Powerpoint / Keynote
Canva
Wix
Wordpress
SPSS
Instagram
Facebook
Twitter

PROFESSIONAL DEVELOPMENT

QPR SUICIDE PREVENTION TRAINING
University of British Columbia
2017, 2018

SEXUAL ASSAULT DISCLOSURE TRAINING
University of British Columbia
2017, 2018, 2019

NACURH ANNUAL LEADERSHIP CONFERENCE
Arizona State University
Tempe, Arizona
2018

CPR & FIRST AID CERTIFIED
Mountainview Homes
Thorold, ON
2019

SEXUAL ASSAULT INTERVENTION AND PREVENTION EDUCATION
Good Night Out
Vancouver, BC
2019

References upon request.

EXPERIENCE *continued*

VICE PRESIDENT OUTREACH & LEADERSHIP

UBC Residence Hall Association (RHA) / 2018 - 2019

Mentored all (9) residence area vice presidents. Managed all social media, marketing, and organization exposure. Organized collaborations with external parties, campus leaders & figures, and various other campus groups & institutions. Advised and chaired Inter-Council meetings and event collaborations. Conflict management, and member development. Created and implemented policy and the RHA constitution.

Notable Accomplishments:

- Recognized campus wide as Executive Board Member of the Month for September & October 2018.
- Recognized regionally as Executive Board Member of the Month for January 2019.
- Pacific Affiliate of College and University Residence Halls (PACURH) Executive Board Member of the Year Finalist; UBC's Bid for Executive Board Member of the Year
- Learned to build a website through Wordpress.
- Extensive design experience through Canva.
- Organized a seasonal, weekly shuttle service available to 12,000 campus residents to Whistler Blackcomb.
- Attended the National Association of College and University Residence Halls' (NACURH) Annual Leadership Conference in Tempe, Arizona.
- Successfully planned and executed a week-long training orientation and multiple professional development workshops for all UBC RHA members.

HOUSE PRESIDENT - PLACE VANIER RESIDENCE ASSOCIATION

UBC Residence Hall Association (RHA) / 2017 - 2018

Advocated on behalf of the residents of Okanagan House. Possessed voting power on the Place Vanier Residence Association. Managed a joined house council of 20 floor representatives. Chaired house council meetings.

Notable Accomplishments:

- Planned and executed monthly house events, the largest with 85 in attendance.
- Successfully organized the Place Vanier annual spring formal, bringing in an attendance of over 300 residents and Residence Life staff.
- Pacific Affiliate of College and University Residence Halls (PACURH) Student of the Year Finalist; UBC's Bid for Student of the Year
- Place Vanier ticketing representative and organizer for the UBC RHA Whistler Shuttle.
- Advocated for dietary restriction notices & symbols on the Place Vanier dining hall menu.

SKI RACING COACH

Georgian Peaks Private Ski Club / 2014 - 2016

Coached two seasons of competitive ski racing after several years of competing. Responsible for teams of children between the ages of 7-12.

- Assisted in mountain safety procedures.
- Reported to supervisors daily.
- Secured own team without mentorship in 2nd year of experience.
- Created daily lesson plans and emergency action plans.
- Guided and educated all members of the team.