

Stephanie Grondin

ePortfolio: blogs.ubc.ca/stephaniegrondin/

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SUMMARY

Master of Community and Regional Planning candidate at the University of British Columbia, with experience in the Federal Government conducting Environmental Assessments and consulting with Indigenous Nations.

SKILLS

- Extensive experience in research and data analysis
- Excellent communicator both orally and in writing
- Effectively work independently and in teams
- Handle multiple projects under tight deadlines
- Languages fluent in: English & French

TECHNICAL

- Geographic Information Systems (GIS) (ESRI ArcGIS Desktop, ArcGIS Pro, ArcGIS StoryMaps)
- Adobe Creative Suite (Acrobat Pro, Photoshop, Illustrator)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams)

EDUCATION

UNIVERSITY OF BRITISH COLUMBIA (UBC) September 2022 - August 2024 (Expected)
School of Regional and Community Planning (SCARP) Vancouver, BC

- **Master of Community and Regional Planning (MCRP)**

UNIVERSITY OF BRITISH COLUMBIA (UBC) September 2015 - May 2021
Bachelor of Arts Vancouver, BC

- **Major in Geography (Environment and Sustainability) and Minor in Urban Studies**
 - Graduated with High Distinction and completed the Co-operative Education Program
 - Cumulative average: 83%

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY (BCIT) September 2019 - December 2021
Advanced Certificate Vancouver, BC

- **Advanced Certificate in Geographic Information Systems (GIS)**
 - Completed with Distinction
 - Cumulative average: 91%

RELEVANT WORK EXPERIENCE

TRANSPORT CANADA September 2018 - August 2022
Regional Environmental Advisor (April 2021 - August 2022) Vancouver, BC

- Directed and supported colleagues on regional projects occurring in British Columbia undergoing review of the *Impact Assessment Act* (2019) and the *Canadian Environmental Assessment Act, 2012*.
- Projects reviewed comprised of both designated and non-designated projects, including Roberts Bank Terminal 2, Vopak Pacific Canada, Ridley Island Export Logistics Platform, Fairview Terminal Phase II, and various smaller projects under Federal land assessments.
- Drafted an extensive 170-page Environmental Effects Determination report that underwent various departmental review in addition to consultation with six Indigenous Nations.

- Consulted with Indigenous Nations through in-person and online meetings, and drafted Issues Tracking Tables to respond to concerns and issues raised on projects undergoing environmental review.
- Conducted research and partook in ongoing discussions related to critical regional issues, focusing on marine shipping and the underwater noise impacts on the Southern Resident Killer Whale.
- Used a scientific lens to analyze various Environmental Protection files, including managing environmental matters at the regional airports related to hazardous chemicals and glycol usage.
- Coordinated information requests and environmental applications, corresponding with various internal and external stakeholders.

Environmental Programs Student (January 2021 – April 2021)

Vancouver, BC

- Assisted with Marine Spatial Planning projects for the Salish Sea Initiative, conducting thorough research on Transport Canada’s marine spatial databases.
- Continuously updated Excel dashboard showcasing Transport Canada’s information request responses intended for directors and senior management.

Trans Mountain Expansion Student (Co-op) (April 2020 – December 2020)

Vancouver, BC

- Provided support to colleagues and managers, assisting on a wide range of projects in the implementation of initiatives related to the Trans Mountain Expansion Project.
- Worked with Indigenous communities and other government departments on the Trans Mountain Expansion Project accommodations and recommendations measures.
- Lead creator and maintainer of an extensive engagement tracking spreadsheet in Excel.
- Created detailed maps with ArcGIS Pro to analyze the spatial intersect of railways and Indigenous’ territories, communities, and reserves in British Columbia.

Human Resources Administrative Assistant (Co-op) (September 2018 – August 2020)

Vancouver, BC

- Liaised with other HR staff contacts, managers, other departments, candidates, and employees to solicit or provide information on HR processes and procedures.
- Tasks included receiving, sorting, filing, reviewing, processing, and responding to correspondences.
- Maintained data and generated reports in software applications and on hard files.
- Worked on various national projects with the Regional Director of HR, facilitating the enrichment of my technical skills in Microsoft Outlook Suite (Word, Excel, and PowerPoint).

ADDITIONAL EXPERIENCES

GROCERY CHECKOUT (UBC)

August 2016 – January 2019

Floor Supervisor || Cashier

Vancouver, BC

- Managed a team of up to 5 employees (cashiers, stockers, and kitchen staff) independently while running store operations and taking initiative without management present.
- Handled multiple tasks concurrently, including operating cash tills, stocking, and aiding customers.

PUBLICATIONS

- *Life in Poblenuu : Observing Spaces in Transition* (2019). School of Community and Regional Planning, University of British Columbia.

AWARDS

- Geography Alumni Scholarship (UBC, 2020)
- Go Global Award: Global Seminar Program (UBC, 2019)

TRAVEL

- Europe: Amsterdam (Netherlands), Barcelona (Spain), Copenhagen (Denmark), Hamburg (Germany), Lyon (France), Milan (Italy), Paris (France), Rothenberg ob der Tauber (Germany), Salzburg (Austria), Vienna (Austria)
- USA: Juneau, Ketchikan, Los Angeles, Maui, San Diego, San Francisco, Seattle, Skagway
- Canada: British Columbia, Toronto, Ottawa, Montreal, Quebec