

P. Norman A. Villegas

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SUMMARY OF QUALIFICATIONS

- Master of Arts - Political Science with Thesis, University of Ottawa
- 4-years experience in project management
- Excellent interpersonal skills and leadership ability
- Superior ability in researching, analysing, synthesizing and reporting data
- Advanced knowledge of Corel WordPerfect and Microsoft Office Suite
- Proficient in both French (E/E/C) and English

RELATED EXPERIENCE

FOUNDATION FOR THE STUDY OF PROCESSES OF GOVERNMENT IN CANADA

PROGRAM COORDINATOR

OTTAWA, ON - 03/2001 - 03/2006

- Organize activities for national and international forums
- Provide leadership and guidance to corps of volunteer Staff Assistants
- Plan and assist in logistics of national and international forums
- Liaise with various representatives of Civil Society, the Public Service and Parliament
- Develop a Canada-US Youth Summit logistics handbook for Staff Assistants
- Advise and provide support to Executive Director and Manager of Operations

PRESIDENTIAL CLASSROOM

SUMMIT WEEK COORDINATOR

WASHINGTON, DC, USA - 06/2003 - 07/2003

- Plan and organize International Summit
- Coordinate logistics of the International Summit
- Organize visits with foreign embassies
- Provide support to participants and other stake holders
- Develop a comprehensive Summit Week Handbook for Interns
- Manage and coordinate volunteers during the International Summit

HRDC - STUDENT OFFICE

STUDENT EMPLOYMENT OFFICER

WINDSOR, ON - 05/2000 - 08/2001

- Assist students in writing cover letters and resumes
- Develop and present seminars and workshops concerning employment
- Provide information to employers about services offered by the Student Employment Centre
- Plan and organize promotional activities and events
- Compile final report including recommendations for future events
- Act as the official spokesperson to the local French media and community

WINDSOR COMMUNITY LIVING

PROJECT COORDINATOR

WINDSOR, ON - 07/1998 - 08/1998

- Develop and implement a marketing plan for an environmental project
- Liaise with various businesses and partners to promote project
- Establish a budget for the project
- Interview, select and train clients with developmental disabilities
- Manage a small crew of clients
- Compile statistics and produce comprehensive final report

EDUCATION

UNIVERSITY OF OTTAWA - OTTAWA, ON

Master of Arts Political Science received in June 2007

Thesis Research: HIV/AIDS Programs, Environmental Protection and International Society

UNIVERSITY OF WINDSOR - WINDSOR, ON

Bachelor of Arts Honours International Relations received in June 2001

Majors: Political Science, Economics and History

OTHER WORK EXPERIENCE

OFFICE OF SENATOR SERGE JOYAL

LEGISLATIVE ASSISTANT

OTTAWA, ON - 08/2003 - Present

- Undertake research related to legislation under study by the Senate
- Execute all tasks assigned by the Senator in order to facilitate his Chamber and Committee work

LIBRARY OF PARLIAMENT

PARLIAMENTARY TOUR GUIDE

OTTAWA, ON - 08/2003 - 12/2007

- Evaluate needs of visitors and adapted tour content accordingly
- Assist and provide guidance to Parliamentarians, their staff, and the general public

OFFICE OF ANTHONY ROTA, MP

SPECIAL ASSISTANT

OTTAWA, ON - 03/2007 - 06/2007

- Assess and respond to the needs of constituents through various means of correspondence
- Analyse various sources of information to draft documents such as letters and briefing notes

CANADIAN COMMISSION FOR UNESCO

YOUTH OBSERVER - EXECUTIVE COMMITTEE

OTTAWA, ON - 03/2002 - 05/2004

- Give talks, speeches and seminars on behalf of the Commission
- Represent Canada at the Youth Forum of the UNESCO General Conference in Paris, France

AWARDS

PRESIDENTIAL VOLUNTEER SERVICE AWARD - GOLD LEVEL -2004

For committing over 500 hours to volunteer service in the United States of America

ONTARIO SECONDARY SCHOOL STUDENTS' ASSOCIATION-WESTERN WEST REGION: STUDENT COUNCIL PRESIDENT OF THE YEAR 1996 - 1997

For outstanding student leadership during a presidential/prime ministerial term

CHIEF SCOUT'S AWARD -1992

For best representing the ideals of the scouting movement

REFERENCES

Available upon request