# **Steven Byers**

## Education

2010-2012 **York University (Glendon College) – Toronto, ON**

*Master of Public and International Affairs (Bilingual)*

1. Graduated with Distinction (2012)
2. Authored Major Research Paper on Health Policy (Assisted Suicide) in Canada
3. Awarded York University Scholarship for In-coming Scholars (2010)

2006-2010 **Mount St. Vincent University – Halifax, NS**

*Bachelor of Arts (Advanced Major)*

1. Graduated with Distinction (2010)
2. Dean’s First Class Honour’s List (2007-08, ’08-09, ’09-10)
3. Awarded Vidya Seth Endowed Scholarship for Academic Excellence in Public Policy

 and Economics (2009)

2013 **Certificate in English Language Teaching to Adults (CELTA)**

* 120-hour Teaching English as a Foreign Language (TEFL) certificate issued by Cambridge University, including comprehensive, in-class teaching training

**Professional Experience**

**GnB English Institute – Daejeon, South Korea** (Oct 2012 – Sept 2013)

***Teacher – English as a Second Language***

* Taught ESL to students from ages 6 – 14 in classes of 9-15 students, and small groups of adults, including university undergraduates, graduates and doctoral candidates;
* Prepared lesson plans, course materials and tests for all age groups; tracked student progress; graded spoken and written assignments;
* Adhered to institute curriculum, and tailored assignments based on student level and ability.

**Ontario Ministry of the Environment – Toronto, ON**  (May 2011 – Aug 2011)

***Policy Analyst – Land and Water Policy Branch***

* Conducted a comprehensive jurisdictional scan of policy, legislation and regulations in Great Lakes States and Provinces pertaining to water withdrawals from the Great Lakes Basin; briefed senior analysts of findings;
* Took a leadership role in helping to develop a guide to water conservation measures for broader public sector agencies in Ontario; contributed significantly to sections on policy, cost-benefit analyses and best practices;
* Provided support to senior analysts on an as-needed basis, including work on public and stakeholder engagement.

**York University (Glendon College) – Toronto, ON**  (Sept 2010 – April 2012)

***Graduate Research Assistant***

* Performed in-depth reviews of academic literature on a variety of subjects as requested by supervisor, advised supervisor of trends, innovations and other research being conducted in the subject fields;
* Collaborated with supervisor to create databases of significant research sources in subject fields;
* Prepared and manage documents, other duties as assigned by supervisor.

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**Other Professional Experience**

**Defence Research and Development Canada – Dartmouth, NS** (May 2009 – Aug 2009)

***Policy Intern – Office of the Director General and Office of Chief Scientist***

* Authored new, facility-wide Standard Operating Procedures for the publication of unclassified scientific research and literature;
* Oversaw editing reviews of scientific literature in preparation for publication;
* Assisted Director General’s Office and Chief Scientist on various projects.

**Mount St. Vincent University – Halifax, NS** (Sept 2007 – Apr 2010)

## *Modern Languages Lab Assistant, Tutor*

1. Provided instruction to students in French-as-Second-Language studies through oral and written exercises;
2. Tutored students learning French as a second language in a formal educative setting, either face-to-face or through ‘Distance Education’, individually or in groups of up to 6;
3. Maintained private tutoring client-base in French, English, Economics, Political Philosophy/Science

**Service Canada Centre for Youth (SCCY) – Duncan, BC** (May 2007 – Aug 2007)

**Youth Services Officer**

* Planned, promoted and delivered services of SCCY, including objective planning, setting measurable targets, media planning and relations, and statistics gathering;
* Liaised with community partners to provide maximum benefit to youth in regards to employment availability and diversity of the types of employment offered;
* Prepared and delivered workshops on a range of topics from Workplace Safety to Interview Skills either individually, or in groups of up to 40.

**Canadian Imperial Bank of Commerce – Halifax, NS** (Sept 2004 – Aug 2006)

**Personal and Small Business Banking Representative - Bilingual**

* Developed and maintained customer relationships; exceeded measured sales targets;
* Provided knowledgeable advice and recommendations to clients on a variety of subjects related to investment, debt management, borrowing and conflict resolution for both English and French-language clients;
* Provided front-line due diligence against fraud; adhered to strict privacy and confidentiality regulations.

**Laurentian Retailers, Inc. – Mont Tremblant, QC** (Jan 2000 – Apr 2004)

**Manager / Buyer**

* Managed day-to-day operations of 2 retail locations;
* Planned daily, monthly, yearly sales forecasts; directly responsible for attaining sales goals ($ value, gross margins, net profit); planned staffing budgets, leasehold improvement budgets;
* Supervised staff: hiring, training, scheduling, salaries, and incentives for staff of 15+;
* Buyer of all store merchandise; created and maintained a functioning ‘open-to-buy’ ledger.

**Skills**

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| * Fluently Bilingual (English/Français)

 *Test de français international* Score: 855* Expert in MS Office, Windows, Adobe, others
* Highly organized and detail oriented
 |  * Provides critical and strategic analysis
* Reliable and effective problem-solver
* Discreet and sensitive to confidentiality

 arrangements in the workplace |