

DESIREE SPENCE

Profile

Proud Métis woman and fourth year Health Studies student at the University of Manitoba with a special interest in fostering health and well-being in Indigenous communities.

Highlight of Qualifications

- Knowledgeable about Indigenous culture and traditional ways of healing in a trauma-informed capacity with Indigenous Peoples through membership with the Manitoba Métis Federation
- Excellent communication skills through community engagement, outreach, and programming experience
- Strong administrative and organizational skills honed through clerical and office experience

Education

Bachelor of Health Studies

University of Manitoba

2018 - Present

Expected Date of Graduation: May 2022

Relevant Coursework: Indigenous Peoples in Canada, Integration of Health Determinants of Individuals, Indigenous Medicine and Health, Introduction to Social Epidemiology

Relevant Experience

Program and Office Assistant

Klinic Community Health - Winnipeg, MB

June 2021 - Present

- Provide excellent client service by competently answering in-person, phone and email queries and completing client intake while maintaining client confidentiality
- Utilize MS Office to create reports, answer emails, and create and coordinate calendars to optimize scheduling
- Provide information on Klinic services and relevant external organizations to clients often experiencing challenges and barriers
- Assist in the creation and delivery of outreach and programming initiatives, including educational activities, trainings, and workshops
- Multitask by providing administrative and clerical support to multiple staff members in a busy office

CONTACT:

Address:

5-290 Markham Rd.
Winnipeg, MB

Phone:

431-283-4859

Email:

spence.desiree@yahoo.
com

WORKSHOPS & CERTIFICATIONS

CPR and First Aid

2020

Canadian Red Cross

Consent Culture Workshop

2018

Justice for Women

Bringing in the Bystander Workshop

2018

Justice for Women

Class 5 Driver's License

Consent Culture Workshop Facilitator (volunteer) **Sept 2020 - Present**
Justice for Women - University of Manitoba

- Present three-hour workshops to over 1,000 students at the University of Manitoba, fostering a better understanding of consent across campus
- Update PowerPoint presentation regularly, ensuring all information and data presented is current
- Respond to questions and concerns from workshop attendees effectively and confidentially, referring to external resources where necessary

Residential Support Worker **May 2020 – September 2020**
Indigenous Women’s Healing Centre Inc. – Winnipeg, MB

- Resolved conflicts between residents quickly and effectively, ensuring the safety and well-being of all involved
- Maintained and updated files on a daily basis, ensuring all are up to date and organized
- Provided care to residents under emotional distress and physical pain that’s rooted in traditional Indigenous ways of healing

Community Engagement Program Facilitator **May 2019 – Sept 2019**
Nine Circles Community Health Centre - Winnipeg, MB

- Assisted with volunteer recruitment and training for 50 volunteers for numerous events and fundraisers
- Collaborated with a team of 3 staff to organize, plan, and execute a city-wide fundraising event for over 200 attendees
- Created content for social media, website, and newsletter to promote services, promote events, solicit donations, and provide educational opportunities to the community
- Responded to general inquiries from public and inquiries regarding the volunteer program by email, phone and in-person
- Wrote content for inclusion in the Nine Circles annual report; report was distributed province-wide

Community Involvement

Event Volunteer (Seasonal) **2018 - Present**
Manito Ahbee Festival

- Greet and usher patrons, providing a welcoming atmosphere
- Respond to general queries and questions about Indigenous culture and teachings to
- Maintain confidentiality and respect of festival information

AWARDS

Cyril Tobias Memorial Bursary
2021

- Awarded for good academic standing

Chuck and Libby Winograd Indigenous Scholarship
2020

- Awarded for maintaining a grade point average above 3.0

COMPUTER SKILLS:

- Microsoft Excel, Word and PowerPoint
- Social Media Apps (Facebook, Twitter, Instagram)
- Microsoft Outlook
- Google Applications: Gmail, Drive, Sheets, Docs
- Microsoft Teams, Zoom, and Skype

INTERESTS

- Beadwork
- Jingle dress dancer