

LYNDSAY BARRETT

15151 34th Avenue, Surrey, BC, V3Z 4P5 · 778-628-4954
Lyndsay.m.barrett@gmail.com – writingbylb.wix.com/home

Creativity, accuracy, and readability define my writing style. My approach to education is modern and progressive. I am looking to apply both to a position in corporate education.

EDUCATION

MAY 2016

CERTIFICATE IN EARLY CHILDHOOD EDUCATION, LETHBRIDGE COLLEGE

Learning about pedagogical theories and human development in early childhood prepared me for supervisory roles in early childhood education programs. I graduated with a GPA of 3.9 and an Honours distinction.

MAY 2010

BACHELOR OF ARTS, UNIVERSITY OF BRITISH COLUMBIA

I graduated with a major in English Literature, having split my focus between early American and Shakespearean literature. My studies included a semester in Lund, Sweden where I studied holocaust history, gender studies and Swedish politics.

EXPERIENCE

2016 – 2020

PROGRAM SUPERVISOR, VANCOUVER SOCIETY OF CHILDREN'S CENTRES

VANCOUVER, BC. In addition to planning, implementing, and evaluating curriculum for children aged 3 to 5 years, I built relationships between parents, staff, and the larger organization. I also ensured adherence to provincial and organizational policies and procedures.

2015 – 2016

NIGHT SUPERVISOR, KID'S ZONE EARLY LEARNING FACILITY

YORKTON, SK. I provided developmentally appropriate emergent curriculum to children aged 18 months to five years old while parents attended night school. I completed my ECE practicum at this location and was immediately awarded the position upon completing the certificate.

2014 – 2015

SENIOR WRITER/ACCOUNT MANAGER, OUTCROP COMMUNICATIONS LTD.

YELLOWKNIFE, NT. In addition to writing targeted copy focused on achieving client goals, I managed teams of designers, web developers, voice actors, and sound engineers to deliver effective communications and marketing materials. Project media included print, digital and radio.

2012 – 2014

BUSINESS REPORTER, NORTHERN NEWS SERVICES

YELLOWKNIFE, NT. In 2013 I placed first for Best News Story of the Year at the Saskatchewan Newspaper Awards for “Nurse claims he was fired for reporting sexual abuse,” June 18, 2012. I covered Northern mining and industry for all of NNSL’s publications, as well as current events, education, healthcare, and profiles.

2011 – 2012

PATIENT CARE COORDINATOR, BALANCE MEDICAL CENTRE

VANCOUVER, BC. I worked with patients with regards to scheduling, billing, and home-testing information at the clinic. I was also trained to remove IV drips. I wrote and designed content for the company website, newsletter, and electronic files, occasionally using basic HTML coding to do so.

2007 – 2011

DAY MANAGER, JOEY RESTAURANT GROUP

VANCOUVER, BC. I oversaw service in the dining room and kitchens, either on my own or as part of a team. I created a training manual for new Guest Service Team members (hostesses) and co-managed the accounting and office work.

SKILLS

- Frequently found success in roles that combine team and individual problem solving
- I enjoy learning and am flexible in ever-changing work environments.
- I demonstrated the initiative, teamwork and communication required of an email-driven work environment while working in rural communities in Northern Canada.
- As a journalist and copywriter I met tight, strict timelines without sacrificing accuracy.
- Strong communication skills mean I collaborate easily with team members across departments.
- I have basic knowledge of graphics/layout issues and HTML coding.

PUBLISHED FREELANCE WRITING

“Dreading a Pandemic Winter? Some Tips on How I Survived the Isolation of Subarctic Life.”
https://www.huffingtonpost.ca/entry/pandemic-winter-tips_ca_5f36776dc5b65bbd8c8bd618.
August 18, 2020.

“How childbirth prepared me for dealing with uncertainty and finding my inner strength.”
<https://www.lauriehunt.com/blog/how-childbirth-prepared-me-for-dealing-with-uncertainty-and-finding-my-inner-strength>. July 7, 2020.

“A Chance to Shine.” Up Here Business Magazine. Vol. 7 No. 4. April 2014. 46-53.