

Cassie Taylor (Saunders)

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HIGHLIGHTS

- ✓ 5+ years experience in career development sector supporting clients, employers, and associations
- ✓ BAA in Psychology with supplementary training in career-related areas (e.g., psychometrics, group interaction/facilitation, career theory)
- ✓ Extensive experience in career development sector related projects (e.g., workshops, handbooks, guides, assessment validation)
- ✓ Demonstrated ethical rigor and judgment in handling sensitive information (e.g., assessment results, client files, confidential projects)
- ✓ Comfortable with a variety of computer- and Internet-based programs

EDUCATION, PROFESSIONAL DEVELOPMENT & CERTIFICATES

Kwantlen University College

Bachelors of Applied Arts in Psychology (2007)

Life Strategies Ltd.

- Foundations for Practice in Educational Vocational Guidance (2011)
- Career Development Foundations, Emerging Theories and Models (2009)
- B-Level Psychometric Assessment Qualification (2008)
- Personality Dimensions[®] Facilitator (2007)

WORK EXPERIENCE

Program Coordinator, Life Strategies Ltd. | July 2007 – Present

- Regular duties include assisting in development of workshops, publications, and project deliverables (e.g., handbooks, guides, reports); serving clients (private and corporate); conducting research; and supporting administrative/financial tasks and website content management
- Featured Work Roles
 - Student advisor and coordinator for *LearnOnline* programs (30+ courses)
 - Assistant to editor of *Journal of Employment Counseling* (2011) including coordination of legacy career theory issue (Volume 48, Issue 4)
 - Pre-employment screening assessment debrief for various clients (including School Districts)
 - Personality Dimensions[®] workshop facilitator for various clients (including high school and post-secondary students) and assisted in development of 2 topical toolkits, conflict cards, and online training for facilitators
 - Coordinator and registrar for ENET (now BCCDA; 2009-2010)
 - Research assistant for 6 projects with the Forum of Labour Market Ministers (FLMM) working groups – 3 for Labour Market Information; 3 for Career Development Services
 - Teaching assistant for 3 Masters of Counselling programs

Sales Floor Associate, Wal-Mart Canada | April 2001 – April 2007

- Assisted customers with purchases, stocked and merchandised department, and maintained safe practices / working environment and inventory integrity.
- Capable of handling Department Manager duties (e.g., purchasing) and experience on hiring committee for new store opening (e.g., conducting interviews)

RELEVANT SKILLS & ABILITIES

- Proficient in Microsoft Office Suite (e.g., Word, PowerPoint, Excel, Publisher, Outlook) and Internet-based programs (e.g., Internet Explorer, Firefox, GoToMeeting, Moodle, Prezi)
- Experience with social media systems (e.g., Twitter, Facebook, LinkedIn), research analysis programs (e.g., SPSS, NVivo), and design software (e.g., InDesign)
- Extremely familiar with APA citation style
 - Currently providing editing/consulting services to Masters of Nursing student
- Familiar with special considerations of diverse populations and relevant career development associations, competency frameworks, and ethical codes
- Capable of developing and facilitating workshops/presentations and coordinating special projects/events
- Experience interviewing in both research and hiring situations
- Dedicated and trustworthy employee
- Quick learner and efficient worker in both team and independent settings

WRITING & PUBLICATIONS

Academic Journals

- Neault, R. A, Pickerell, D. P., & Saunders, C. M. (2012). Look before you leap: The role of self-employment coaching self-efficacy in facilitating client's success. *Canadian Journal of Career Development, 11* (1), 59-67.
- Neault, R., & Saunders, C. (2012). A review of the Internet: A tool for career planning (3rd ed.). *Journal of Employment Counseling, 49*(1), 43-45.

Professional Publications

- Saunders, C. (2009-2012). *Career Engagement Blog* (30+ posts on various topics including optimism, career/life transitions, diversity, learning). Available at career-engagement.blogspot.ca
- Maydew, K., & Saunders, C. (2009). Best practices in e-service: Online communities of practice. *The Bulletin*. Available www.contactpoint.ca/index.php?option=com_content&id=823
- Neault, R., Saunders, C., & Glendinning, F. (2008). Tools to support group facilitation. *The Bulletin*. Available: www.contactpoint.ca/bulletins/v12-n2/v12-n2b.html

AWARDS, ACHIEVEMENTS & HONOURS

- Invited guest presenter at Kwantlen's *Student Leadership Conference* (2010 & 2011)
- Recognized contributions in various Life Strategies Ltd. publications
- Provided opportunity to present poster at Kwantlen's *Celebration of Student Learning* event (2007)
- Recipient of the *Wal-Mart Shining Star* award exemplifying corporate values (e.g., exceptional customer service, respect for the individual, and striving for excellence; 2005)

REFERENCES

Available upon request