

Annette A. Brandt
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Résumé

I seek to make a positive difference in a communications role by drawing on my related experience in the financial sector and amidst the United Nations and Education communities.

Attributes

Executive Assistant	Energetic, positive, patient, personable
Writer, Editor and Translator	Excel, PP, Word, Publisher and more
Excellent communicator, delegate experience	Creative thinker, Make decisions
Investor Communications	Public, media Relations intern experience
Leadership experience	Professional, Motivated, Conscientious
International, UN related experience	Value diversity, culture and ideas

Languages: English, French, German and conversational Spanish

Education

Post Graduate Diploma of Education, University of Strathclyde, Scotland, U.K.
Bachelor of Arts, York University, Interdisciplinary and Languages (English, French)
International Leadership and Management Programme, Institute for Leadership Development, Toronto, Canada. UN affiliate intern in New York City, U.S.A.
London School of Journalism, London, England, News Journalism and Publishing courses
Translation Courses, University of Toronto
Canadian Securities Course (CSC) and CPH.
National Coaching Certification Program: levels 1 to 3 swimming/synchronized swimming

Experience

Communications, Private Sector and Financial Sector

Ontario College of Teachers, Communications and Translations, Contract Assignment, (May 2007 to January 2008) Assist with coordinating workflow for the college's major publications, assist with translation and revision, structuring the translation activities and manage the database and Multitrans software application.

Fastrak Systems Inc. and SG Vestia Inc. Communications and Executive Support, (2001-2006) Maintained relationships with HR managers and investors across Canada, the US and Europe. Wrote, edited and translated correspondence for shareholders, employees, board of directors, stakeholders and senior management. Prepared documents such as legal advices, press releases, information circulars, market research, presentation materials, letters, financial statements, reports and minutes. Acted as principal liaison between offices in Lyons, Paris, New York and Toronto, during joint venture establishment. Researched and analyzed information related to Employee Share Purchase Plan accounts. Processed share trades, employee and employer contributions, dividend reinvestments and stock option exercises.

Merrill Lynch Canada (1999 - 2001)

Bilingual Account Manager and Department Leader (Employee Share Purchase Plans)

Developed relationships with Human Resource Managers of 35 U.S. companies by successfully managing the Canadian division of ESP plans with up to 4000 participants. Involved high level written communications in English and French, Research and Analysis and Project Management.

Internships: International Affairs and Public Relations, 1997 to 1999

New York State Division of Human Rights, Law Intern, (City Hall, New York City)

In a short period of time I familiarized myself with US Human Rights jurisdiction in order to resolve a target number of 7 discrimination cases per month. I conducted interviews with the involved parties (defendants, complainants and their witnesses) and provided an analysis of the facts and presented a proposed conclusion.

United Nations Global Policy Forum, Intern, (777 UN Plaza, New York City)

I conducted research, reporting and communications, within U.N. and NGO communities; attended General Assembly and press conferences, maintained the Global Policy Website to provide timely information on UN policy development. Selected from applicants across Canada, based on academic performance, community involvement and related experiences.

One World Media, Young Media Partners (New York/Geneva)

Helped coordinate a team of young reporters from around the world with the aim to report and publish materials expressing the concerns about global issues through the eyes of youth.

Teaching, Coaching and Leadership, 1995 to present

Ed. Assistant/Supply Teacher, French Immersion: Toronto District School Board (2006-2007)

In a short period of time became familiar with the French Immersion curriculum and literacy initiatives. Used creative thinking to plan and design activities and resources.

Student Teacher Placements, Scotland, UK (2005-2006)

Castleton Primary School, Glasgow: Delivered teacher's forward plans in all curricular areas at the upper stages. Planned and implemented a series of numeracy recovery lessons, according to current learning theory around numeracy, for a select number of pupils. Prepared a detailed analysis of the project and results. **Brodick Primary, Isle of Arran (P1/2):** In a short period of time I became familiar with the classroom, planning and school policy. Met tight deadlines with a rationale and plans for each curricular area. Professionally managed relationships with parents, teachers and head teacher. **Langside Primary, Glasgow (P1).** Designed and implemented a special project linking drama with the development of creative writing.

United Nations Association in Canada, Toronto Region, Volunteer (2001-2004)

Youth and Education Committee, MUN Project Officer: Organized a delegation of university students to prepare and participate in model UN conferences. As teacher and Facilitator of the **UN What Kind of World** program, trained volunteers to deliver lessons about global issues and the UN Millennium Development Goals to primary schools and informed teachers and school principals.

Coaching Developing Athletes and Athletic Career: I coached developing athletes of all ages and levels in both Synchronized Swimming and Swimming, since 1990. I trained and competed internationally for the Toronto Synchronized Swimming Club.

Some Conferences Attended

General Assembly, **International Commission on Human Rights.** (02/99) *Intern*; GA, **International Commission on Economic and Social Development.** (03/99) *Intern*; GA, **International Commission on the Rights of the Child.** (1999) *Intern*; **CANIMUN** 2004 Ottawa Economic and Financial, 2nd Committee, *Director*