

ANMARIE BAILEY

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February 24, 2020

Hiring Manager
Hope 4 Life
205-9258 34A AVE NW
Edmonton, AB, T6E 5P4

Dear Hiring Manager,

As someone with a strong background in human services, spanning over 20 years, as well as in customer service and administrative support, I believe I could be a good fit for the position of Part-time Administrative Assistant with Hope 4 Life.

During my years in front-line, I worked as a behavioural consultant, family preservation worker and a kinship care worker where I advocated for and helped to empower families and clients.

In those roles, documentation and other administrative tasks, relationship building and client assistance were key responsibilities which I executed with success. In addition, I have completed courses in Advocacy and Counseling. These opportunities have provided me with developmental and systematic approaches to working with clients.

In 2008 I returned to my original field of study to work in communications before returning to full-time human services roles in 2016.

As I enjoy serving clients and I also enjoy working in communications I have decided to pursue part-time work in human services while running my own business.

The skills I employ in communications and in successfully managing a business are transferable to many careers including that of administrative assistant. These skills include:

- Time management
- Organizational
- Relationship building with Government Officials
- Customer service
- Accurate documentation
- Providing information
- Scheduling

I believe my broad and diverse experience in the field could be beneficial to those you serve and would welcome the opportunity to discuss my experience and education with you. My attached resume outlines select human services and communication work experience.

Sincerely,

Anmarie Bailey

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Profile

- A skilled human services practitioner with a broad base of experience.
- Award-winning journalism and writer with a career spanning 15 years- full and part-time; contract and freelance.
- Aptitude for layout and design, data collection and evaluation, creative solutions and relationship building.

Writing Experience

Nation Publishing | **Journalist**, 03/2008 to Present (Full-time/Contract/ Presently Freelance)
Barbados Today | **Journalist/Sport Desk Coordinator**, 01/2010 to 10/2012 (Contract)
Barbados Today | **Canadian Correspondent**, 11/2018 to Present
Anmarie Bailey Media Services | **Principal**, 06/2010 to Present
Diversity Magazine | **Editorial Team & Regular Contributor**, 10/2019 to Present

- Published over 5000 articles, press releases and blog entries resulting in a diverse body of work in tourism, sports, health, lifestyle, news, politics arts and entertainment.

Achievements

- Awarded for Excellence in News Reporting (twice).
- Nominated for PAHO Excellence in Health Journalism Award.
- Published on ESPN blog, Caribbean Court of Justice Law Journal and publications in Europe, North America and the Caribbean.

Communications and Human Services Work Experience

Anmarie Bailey Media Services | **Principal**, 06/2010 to Present

- Utilize communications, marketing and public relations tactics to inform the public and members of events, programs and other updates.
- Translate complex concepts into information the public can use.
- Create and update content for digital communications channels and newsletters as well as print communications materials.
- Oversee the content, design and layout of magazines, e-newsletters, newspapers, advertisements, brochures and other communications collateral.
- Develop, manage, audit and evaluate social media campaigns to increase engagement.

Achievements

- Increased earned media coverage and enhanced public profiles.
- Achieved significant impressions and other measurable results for clients.

Unlimited Potential Community Services | Edmonton, AB | **Kinship Care Worker**, 07/2017 to 02/2019

- Supported families with Child and Family Services involvement.
- Ensured caregivers complied with government standards to keep children with family.

Achievements

- Children remained in the care of family members due to homes being “in compliance.”

Friends of Barbados Association Edmonton (FBAE) | Edmonton, AB | **Vice President**, 03/2017 to 04/2018 | Communications Director | 06/2018 to Present (Volunteer)

- Created comprehensive marketing communications and social media plans.
- Created multimedia content for various projects.

Achievements

- Created a template for communications and branding.
- Increased social media engagement.

McMan Youth, Family and Community Services | Edmonton, AB | **Family Preservation Worker**, 2016 to 2017

- Worked to reunify and stabilize families with Child and Family Services involvement.
- Responded to families in crisis and assessed risk to “Child in Need”.

Achievements

- Risk to children decreased and families were reunited and or stabilized.

Lloydminster SPCA | Lloydminster, AB | **Funding / Communications Coordinator**, 02/2015 to 11/2015

- Oversaw all marketing communications for the association.
- Coordinated planning for events.
- Managed social media channels coordinated campaigns and created engaging content.

Achievements

- Social media engagement tripled.
- Media coverage increased and public profile improved.

Lloydminster Interval Home | Lloydminster, AB | **Public Education Coordinator**, 03/2014 to 02/2015

- Refreshed presentation content and graphics to improve the visual appeal.
- Delivered presentations to various stakeholders.
- Increased public awareness through coordinating and delivering various campaigns.
- Updated the organization’s website using WordPress, Facebook page, Twitter feed and marketing collateral to keep the public and stakeholders informed.

Achievements

- Increased engagement from all stakeholders.

McMan Youth, Family and Community Services | Edmonton, AB

Catholic Social Services | Edmonton, AB | **Family Preservation Worker**, 2005- 2008

- Stabilized and strengthened families.
- Responded to families in crisis.
- Educated families in parenting, child development, family dynamics, conflict resolution, domestic violence, adequate housing, social skills, crisis intervention, disabilities.

YWCA of Edmonton | Edmonton, AB | **Behaviour Consultant (Pilot)**, 2004-2005

- Supervised 6-10 staff.
- Interviewed and assessed the needs of families.
- Wrote assessments and recommendations.
- Created methods and techniques to enhance service delivery to families.
- Referred clients to the appropriate community resources to meet their needs.

The Family Centre | Edmonton, AB | **Family Aide Worker (Promoted)**, 2002-2004

- Worked to reunify families with children in the care of Region 6 Authority.
- Assessed the needs of families and supported clients to meet those needs.
- Connected clients to appropriate community resources and supports.
- Motivated clients while working from a client centered and solution focus perspective

The Family Centre | Edmonton, AB | **Therapeutic Youth Worker**, 2001-2002

- Developed interventions and delivered them to youth.

Boys and Girls Clubs of Edmonton | Edmonton, AB | **Intake Worker/ Scheduler**, 2000-2001
Crisis Intervention Worker, 2000-2002

- Assessed the needs of “at risk” youth and provided appropriate interventions.
- Liaised with the Crisis Unit and responded to crisis calls.
- Scheduled staff for the Crisis Intervention Program.
- Received intakes and assessed the needs and level of risk.
- Coordinated crisis intervention for front-line workers.

Education

Bachelor of Arts Business Journalism Program, 1995-1997 | Baruch College (CUNY) | New York, NY

Diploma Communication Arts, 1992-1994 | Lethbridge Community College | Lethbridge, AB

Professional Associations

International Association of Business Communicators (IABC) | Edmonton Chapter