

Shiv Baral

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HIGHLIGHTS OF QUALIFICATIONS

Master of Education in English Language Teaching & Linguistics
Extensive background as High School and Post Secondary ELT Teacher
Varied Experiences of Teaching Assistant, Child Care Service Provider and Administrator
Alberta Child Development Supervisor Certification with Relevant Experiences
Experienced with Microsoft Office – Word, Excel, PowerPoint & Outlook
Positive, proactive, adaptive to changes, collaborative, and accountable
Multilingual in Nepali, English, and Hindi
Alberta Class 5 Advanced Operator's License

PROFESSIONAL EMPLOYMENT EXPERIENCE

Property Operations Assistant
Morguard Investments Limited

Edmonton, AB
Aug 2019 – Present

- Document commercial property management operations such as property service contracts, construction contracts, and correspondence
- Coordinate and support all property management/operations and project management documentation
- Coordinate tenants appropriately to requests, questions and inquiries pertaining to operations as well as a liaison between tenants, management, and other departments
- Assist company accounts payable in various procurement procedures
- Assist Cash Management by preparing expense reports for CCC purchases
- Co-chair OH&S meeting and record minutes and upload/update OH&S documents on company SharePoint
- Manage vendor database by ensuring pre-qualification documents are current and compliant and update the database as required

Educational Assistant
Edmonton Catholic School Board

Edmonton, AB
Dec 2018- Nov 2019

- Assist teachers in providing one-on-one student assistance, adapt classroom materials and activities, monitor student progress and performance, maintain classroom organization and safety, ensure safe usage of library, gym, playground, outdoor educational tour and etc

Director-Child Development Supervisor
Riverdale Community League

Edmonton, AB
Sep 2016-March 2020

- Run afterschool care program ensuring safe and secure play-based environment.
- Design and implement program planning for children, ensure best parents' coordination, staff hiring and coordination with the community league, school, and the stakeholders

Post Secondary Teacher/College Teacher
GMMC, Tribhuvan University

Pokhara, Nepal
Jan 2006-Oct 2014

- Teach ELT courses to post secondary students
- Prepare, administer, and grade assignments and exams
- Determine course requirements and plan course schedules
- Serve on different committees responsible for academic and faculty matters
- Conduct research and contribute material to books, academic journals, and magazines
- Supervise students' projects and provide feedback

EDUCATION AND TRAINING

Real Property Administrator	*RPA	Ontario, Canada
BOMI International		Jan 2020 to Present
Power Engineering-5th Class		Edmonton, AB
NAIT		2018
Master's Degree in Education-ELT		Nepal
Tribhuvan University		2006
Child Care Development Supervisor		Alberta, Canada
Child Care Licensing Regulations-Alberta		Current

TRANSFERABLE SKILLS- COMPUTER AND ORGANIZATIONAL

- Format, edit, proofread, and mail merge documents and correspondence in Word
- Schedule appointments and manage calendars using Outlook applications
- Format spreadsheets, enter data, analyze information/finances using Excel functions
- Create PowerPoint presentations for meetings, seminars, and special events
- Use Yardi Voyager, Angus Anywhere, SharePoint and Concur Cash Management
- Prioritize duties to organize daily needs and long-term projects
- Arrange and organize meetings for executive/managers—plan and coordinate special events
- Prepare meeting agendas, attend meetings, transcribe minutes, and distribute
- Sort and collate mail, invoices, memos, letters, reports, and required documents