

# Chanté Douglas

71 Glenstroke Drive, Toronto, Ontario, M1S 3A1

[chanted0731@gmail.com](mailto:chanted0731@gmail.com) | (647) - 466 - 6225 | <https://www.linkedin.com/in/chante-douglas-a260871a3/>

---

## EDUCATION

### Honours Bachelor of Arts: Professional Writing

York University

June 2023

Toronto, ON

- Academics: 8.0 (3.8) GPA across Writing and Professional Writing courses
  - Honours: York University Continuing Student Scholarship
  - Honours: York University Student Life Award
  - Leadership: Appointed Executive Communications member on the World University Service of Canada (WUSC) Keele Committee
- 

## EXPERIENCE

### Key Point Communications Consultancy Member

Organizational Communications Practicum Project

Sep 2022- Apr 2023

Toronto, ON

- Collaborated with consultancy members to create 90-minute seminar for client
- Led the introductory meeting between the consultancy and the client
- Collaborated with colleagues to create a communications and social media plan for the client
- Created project proposal for two projects, which were received well by the clients

### Video Creator and Editor

Digital Authoring Practicum Placement, Kairos: A Journal of Rhetoric, Technology, and Pedagogy

Sep 2022 - Apr 2023

Toronto, ON

- Assisted with the creation of an outreach template for authors
- Conducted interviews with authors
- Collaborated closely with colleague to use editing software edit and transcribe video and audio footage
- Communicated with Kairos editors to provide routine updates on project progress

### Team ECO6IX Project Manager

C4 Interdisciplinary Capstone Project

Sep 2022 – Apr 2023

Toronto, ON

- Delegated tasks and scheduled scrums for the group which led to the successful completion of planned milestones
- Created presentations to update project shepherds, project partners, and stakeholders on project progress
- Created a Jira dashboard to track the project team's progress, which led to improved progress, invested team members, and positive feedback from project partners
- Organized meetings with community partners and negotiated their involvement, which led to the successful partnership between the project group and two community partners

### Part-Time Work/Study Special Projects Assistant

York University Student Systems Renewal Program (SSRP)

May 2021 – Present

Toronto, ON

- Attends team meetings to discuss project plans, take meeting minutes, record actionable items, and disseminate meeting agendas
- Drafts, edits, and provides suggestions concerning writing and style for project documents
- Reviewed and reorganized process map information so it could be better presented to partner groups to explain the department's process for report linking
- Assisted with the quality check data reports which led to a higher standard of reporting processes

### Executive Communications Member

York University World University Service of Canada (WUSC) Keele Committee

May 2021 – Present

Toronto, ON

- Created a comprehensive document about WUSC Keele and its departments, functions, and goals, which was then used for recruitment processes
- Attends meetings with other executive members to discuss current and future plans for the committee
- Coordinates with the Chair and/or Vice Chair to oversee all events and initiatives within the committee
- Creates posters using Canva and uploads them to the committee's social media pages to advertise fundraising, social, and recruitment events

---

## **ADDITIONAL INFORMATION & INTERESTS**

- Experienced in working with Jira, PowerBI, Excel (Spreadsheets)
- Completed and received the IBM Project Management Fundamentals credential (C4 requirement)
- Participated in York University orchestral ensembles as lead French Horn
- Avid reader of science fiction, gothic horror, and southern gothic novels