

Aldora Exner: Writing & Program Development

Skills

<i>Administration</i>	<i>Program Management / Evaluation</i>	<i>Instruction / Facilitation / Zoom</i>
<i>Research / Data management</i>	<i>MO Suite / CANVA / Adobe Acrobat / Wordpress</i>	<i>Reporting for Funder Accountability / Storytelling for Impact</i>
<i>Copy Writing / Editing</i>	<i>Volunteer, Staff Management</i>	<i>Budget Oversight / Purchasing</i>

Experience

Editor / Writer Butterfly Press	January 2024 - Present
<ul style="list-style-type: none"> Develop/curate/edit online publishing space exploring rural identity and cultural production. 	
Data Annotator Data Annotation Tech, Montreal, QC – remote, part-time	October 2023 - Present
<ul style="list-style-type: none"> Train & edit developing AI Models, evaluating them for safety, ethics, verbiage, writing style, verbosity, adherence to specific poetic forms, and creative writing performance. 	
Program Staff Beyond Food Community Hub and Blackfalds Food Bank, Blackfalds, AB, part-time	November 2022 - Present
<ul style="list-style-type: none"> Facilitate client facing services. Program administration and promotion; social media posts / graphic design / event planning / presentation design / volunteer management Assist Executive Director with Grant applications, document design, general editing, and stewarding stakeholder relationships. 	
Connection Coach WOW Life International Church, Sri Lanka / Canada / US	December 2020 – Nov 2023
<ul style="list-style-type: none"> Administered and co-lead an online Connection Coach Group, with members from USA & Canada, using Group Vitals member management software and ZOOM. 	
Settlement Practitioner & Coordinator: One on One Match Program CARE for Newcomers, Red Deer, AB	June 2020 - April 2022
<ul style="list-style-type: none"> Connected Canadian volunteers with Immigrant program applicants to form time and goal-specific mentorship relationships. Organized and facilitated virtual English Conversation Groups for language learners. Developed and implemented training material to prepare and equip program participants for successful outcomes. Produced and edited copy for agency reports, press releases, social media activity, promotion, and websites. Committee Work: Communications/Rebranding; Volunteer Appreciation; 40th Anniversary Promotion/Events; grant applications 	
Settlement Practitioner & Coordinator: Community Bridging Program CARE for Newcomers, Red Deer, AB	Feb 2020 – May 2020
<ul style="list-style-type: none"> Leveraged contacts and research to create opportunities for clients and staff to volunteer in Central AB. 	
Settlement Practitioner & Coordinator: Translation & Interpretation Program CARE for Newcomers, Red Deer, AB	Nov 2018 – Feb 2020
<ul style="list-style-type: none"> Recruited, trained, assigned, and supported volunteers to serve Immigrants and Refugees with the translation of documents and community interpretation in diverse language pairs. Applied linguistic and procedural research, and used cultural expertise to verify and edit copy, implementing best practices in the production of translated civil and legal documents. 	

- Maintained and enhanced record keeping procedures for compliance with government funding requirements, preparing regular reports by distilling relevant data.

Teaching Practicum: English & Danish as a Foreign Language
NUIKI Project/Kummiut School, Kuumiut Settlement, East Greenland

Jan 2018- March 2018

- Drafted and performed teaching plans for highly differentiated and vulnerable adult language learners with a focus on writing, personal development, and passing standardized tests.

Teaching Practicum: English as a Foreign Language
Vonsild Skole, Kolding, South Denmark

Jan 2017 – March 2017

Program Manager: Food Services
OLQP Ranch Ltd., Edmonton, AB

July 2015-Nov 2015

- Provided emergency interim management for 8 employees to cater daily for 200, assuming responsibility for meal planning, budgeting, vendor relationships, HR, OHS, and facility maintenance.

Program Manager / Administrator
OLQP Ranch Ltd., Edmonton, AB

May 2011-Nov 2014

- Developed a professional mentorship program for vulnerable workers.
- Successfully lobbied Edmonton transit to provide transportation for employees and clients to site.
- Drafted proposals, grant applications, fund-raising letters, automatic emails, quarterly publication updates, advocacy letters, technical manuals, and training material.
- Managed seasonal catering for 250 and maintained commercial kitchen in accordance with AB Health & Safety Standards.
- Coordinated catering and holiday design for 2000 guests at 4 Annual Children's Christmas Parties.

Research Assistant, ORLANDO Case Editor
University of Alberta, Edmonton, AB

Sept 2010-May 2011

- Researched, edited, and tagged biographical entries for online academic database, ORLANDO.

Education

Courses, Bachelor of Education *University of South Denmark*, Haderslev, Denmark

2016-2018

Courses in topics related to: English Linguistics, Didactic and Organizational Theory, Developmental Psychology, Globalization & Differentiation

Courses, Masters of English *University of Alberta*, Edmonton, AB

2010-2011

Courses in topics related to: Transculturation, Modern Print Culture, Digital & Global Citizenship, Textual Materiality, Comics, Literary Cartography & Performance Theory

2005-2010

Bachelor of Arts *Concordia University of Edmonton*, Edmonton, AB

Major: English Literature; Minor: Political Science & Development

Continuing Education

Markdown, coding basics, <i>Annotation Tech</i>	2023	FOIP, <i>Service AB</i>	2019
Safe Food Handling	2023	Danish Language Studies, <i>Kolding Sprogskole</i> , Dansk Prøve A1	2015-2018
Indigenous Canada, <i>University of AB</i>	2020	East Greenlandic Inuit Culture and Education Best Practice, <i>NUIKI Project</i>	2018
Diversity, Inclusion, Equity, <i>CARE</i>	2020		
Cultural Communication; Anti-Racism Training, <i>CARE</i>	2019		