

Aldora Exner: Writing & Program Development

Skills

Administration

Research / Data management

Copy Writing / Editing

Program Management / Evaluation

*MO Suite / CANVA / Adobe Acrobat /
Wordpress*

Volunteer, Staff Management

Instruction / Facilitation / Zoom

*Reporting for Funder Accountability /
Storytelling for Impact*

Budget Oversight / Purchasing

Experience

Editor / Writer

Butterfly Press

January 2024 - Present

- 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

- 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

- 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

- 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

- 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

- 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

- 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

Jan 2018- March 2018

NUIKI Project/Kummiut School, Kuumiut Settlement, East Greenland

- 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

Jan 2017 – March 2017

Vonsild Skole, Kolding, South Denmark

Program Manager: Food Services

July 2015-Nov 2015

OLQP Ranch Ltd., Edmonton, AB

- 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

May 2011-Nov 2014

OLQP Ranch Ltd., Edmonton, AB

- 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

Sept 2010-May 2011

University of Alberta, Edmonton, AB

- 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, *Annotation Tech*

2023

FOIP, *Service AB*

2019

Safe Food Handling

2023

Danish Language Studies, *Kolding*

2015-2018

Indigenous Canada, *University of AB*

2020

Sprogskole, Dansk Prøve A1

Diversity, Inclusion, Equity, *CARE*

2020

East Greenlandic Inuit Culture and

2018

Cultural Communication; Anti-Racism Training, *CARE*

2019

Education Best Practice, *NUIKI Project*