

HAYLEY CAROLAN

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HIGHLIGHTS OF QUALIFICATIONS

- Experience coordinating projects and recruiting participants.
- Advanced French knowledge from living and studying in Montréal, Québec.
- Excellent written communication skills.
- Experience working efficiently in an online environment without frequent directives.

EDUCATION

Certificat de perfectionnement en français langue seconde (C1)	2022-2023
Université de Québec, Montréal, Québec	
Francisation (B2)	2021-2022
Centre St Louis, Montréal, Québec	
Bachelor of Science - Psychology	2016- 2020
University of British Columbia (UBC), Vancouver, British Columbia	

EXPERIENCE

Group Facilitator at Beyond the Conversation	2021-2022
Organised and hosted an online support group to help young people reach their goals by providing them with social support and accountability. Created social media and print campaigns to recruit participants. Liaised with various internal and external parties to develop and promote the group. During the group, developed rapport with participants by sharing personal experiences and recognizing each individual's area of expertise.	
Writing Consultant at UBC	2019
Assisted UBC students across disciplines with their academic writing by discussing the intended purpose of each written piece, and making suggestions to increase clarity and impact. Made the feedback process more comfortable for students by delivering constructive comments alongside plenty of supportive, encouraging ones. Received positive reviews and had repeat students.	
Science Content Producer at UBC	2018
Researched, wrote, and coordinated production of educational science podcasts, videos and articles. Wrote plain language press releases of primary research articles for various UBC groups. Used knowledge of quantitative and qualitative data analysis to interpret primary research articles.	
Explore Participant in Jonquiere, Quebec	2015
Stayed with a host family in a small town in Quebec, and attended French classes there for five weeks. Took a strong interest in francophone culture and politics, and made many connections within the community.	