

Yvette Bolduc
25 – 850 Admirals Road
Victoria, BC V9A 2P2
(250) 386-4289
ybolduc@telus.net

SUMMARY OF QUALIFICATIONS:

- Over 10 years in the field of Conference Coordination
- Over 10 years in the field facilitation and training of specialized groups
- Captivating public speaker with the ability to inspire and motivate the participants
- Design and develop workshops according to need, group dynamic and current trends

RELEVANT SKILLS AND ACCOMPLISHMENTS:

Facilitation and Coaching

- Developed curriculum, implemented and facilitated Life Skills/Job Readiness Program for 15- 20 clients with barriers to employment funded by Service Canada (formerly HRDC).
- Facilitated workshops in a wide variety of subjects including:
 - Life Skills/Employment Readiness
 - Head Start & Child Care
 - Administrative Professional Training
 - Teacher Assistant Professional Development Training
- Continuously received positive feedback from participants
- Supported participants individually by setting personal and vocational goals, overcoming barriers and referring to appropriate resources in the community
- Follow-up communication and support with client to ensure progress in action plan.
- Documentation of workshops, action plans and reports
- Administrative skills in file documentation and Contact 4 database

Training and Instructional Design

- Diligently researched various topics and trends to ensure all training was current and relevant to the group
 - Proficient in desktop publishing software in the development of course materials
 - Provided accurate post-seminar/workshop debriefing information and included any recommendations for follow-up training
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Conference Planning and Coordinating

- Site coordination and negotiation all across Canada
- Contacted Keynote and/or Guest speakers
- Sourced out possible Workshop Presenters
- Banquet and menu planning
- Hotel coordination and negotiation
- Guest room negotiation
- Entertainment planning and coordination
- Hosting responsibilities
- Trade show coordination and planning
- Itinerary planning
- Materials and publications coordination
- On-site supervision and troubleshooting
- Post-event audit and debriefing

WORK HISTORY:

Consultant	Best Foot Forward Coaching & Developing	2007 - 2008
Facilitator, Trainer	Bridges For Women Society	2007 - 2008
Facilitator, Trainer and Conference Coordinator	First Nations Training and Consulting Services, Saanichton, BC	1999 - 2007
Owner/Operator	Yvette's Boutique, Penticton, BC	1996 – 1998

EDUCATION AND TRAINING:

Public Speaking	Camosun College, Victoria, BC	2005
Leadership and Development Program	Camosun College, Victoria, BC	2004
Nobody's Perfect Parenting	Public Health Agency of Canada	2004
Kids Have Stress Too Certificate	Psychology Foundation of Canada	2004
True Colours Facilitator Certificate	Victoria, BC	2003
Addictions Counselling	Camosun College, Victoria, BC	1996

