

Dalton Hargreaves

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HIGHLIGHT OF ABILITIES

- ❖ Student at Thompson Rivers University in the **Bachelor of Education** program.
- ❖ Proficient in **Microsoft Word** and **PowerPoint**.
- ❖ Fluent in **English**, partially fluent in **French**, studying **Brazilian Portuguese**.
- ❖ Passionate in learning about new people and their backgrounds, stories, and lives.
- ❖ Previous supervisors have appreciated my **initiative, attention to detail, teamwork abilities, patience, efficiency, work ethic, and punctuality**.
- ❖ Passion for supporting our youth and fostering their education.
- ❖ Passionate in providing and supporting inclusivity, multiple means of expression, and diversity among peers, colleagues, and students.

CERTIFICATES

- ❖ Class 5 British Columbia Driver's License
- ❖ British Columbia Teaching Certificate of Qualification (application in progress)
- ❖ FOODSAFE Level 1 Certification

EDUCATION

Bachelor of Education, Elementary Program, Thompson Rivers University, Kamloops BC, Canada. September 2021 – April 2023

Bachelor of Arts, Major in History, Thompson Rivers University, Kamloops BC, Canada. September 2017 – September 2023

Bishop O'Byrne High school, Calgary AB, Canada – Completed Alberta High School Diploma September 2014 – June 2017

Bishop O'Byrne High school – Completed International Baccalaureate (IB) Programme September 2015 – May 2017

WORK EXPERIENCE

Landworks Resource Management Inc. – Office Assistance.

Calgary, AB, Canada.

January 2013 – January 2018.

- ❖ Assisted with filing, organization, and preservation of documents.
- ❖ Provided technical support for employer.
- ❖ Keeping workspace clean and organized.

Kelowna Yacht Club – Assistant Sailing Instructor.

Kelowna, British Columbia, Canada.

June 2018 – August 2018.

- ❖ Responsible for safety and instruction of youth learning the sport of sailing on Okanagan Lake.
- ❖ Assisted head Coach with organizing lesson plans, providing feedback, observing the skills of practicing youth, observing for potential dangers or threats, and operating a motorboat.
- ❖ Provided council and emotional assistance to youth experiencing difficult situations when under our care.
- ❖ Patience and understanding are crucial when working with children, as well as being observing of their moods and emotions.

Resident Services Representative (Front Desk) and Housekeeper at Thompson Rivers University East Village / Campus Living Centres.

Kamloops, British Columbia, Canada.

September 2019 – September 2020

- ❖ Responsible for maintaining and creating a safe and friendly environment for all TRU campus residents.
- ❖ Responding to resident concerns, questions, and feedback.
- ❖ Taking and replying to phone calls, emails, and other communications.
- ❖ Reinforce Campus Living Centres' rules for residents and visitors.
- ❖ Delivering mail and parcels to students.
- ❖ Performing Security rounds of the property and ensure safety equipment is operational.
- ❖ Taking payments, both in person and online.
- ❖ Recording payments and charges in online booking database.
- ❖ Night Auditing
- ❖ Approachability and listening skills are needed characteristic when working with students, with many as English Second Language students.
- ❖ Cleaning and sanitizing stairwells, hallways, doors, and suites during Covid-19 Pandemic.

Interior Health Authority - Royal Inland Hospital – Food Service Worker (Casual).

Kamloops, British Columbia, Canada.

November 2020 – Present

- ❖ Responsible for ensuring quality preparation, handling, and delivery of patient bedside meals.
- ❖ Conducting of oneself in a friendly and compassionate manner during patient interactions.
- ❖ Ensuring Food-Safe and Health Canada guidelines are met in a kitchen facility.
- ❖ Keeping sanitation, temperature, and time logs of food and material products.
- ❖ Storing and stocking goods in facility storeroom.
- ❖ Using various kitchen appliances, including industrial ovens, refrigerators, mixers, mincers, slicers, food transport wagons, etc.
- ❖ Managing critical time-dependent tasks pertinent to the Food-Service industry.
- ❖ Awareness and knowledge of health and safety guidelines and hospital guidelines to ensure contamination and hazardous exposure is minimized.

Thompson Rivers University – TRU Library Makerspace – Student Research Assistant

Kamloops, British Columbia, Canada

December 2021 – January 2023

- ❖ Responsible for assisting university students using the space with project ideas, equipment issues, researching projects, and helping lead librarians with various events ran in the makerspace.
- ❖ Maintaining equipment in the makerspace, including 3D printers, Virtual Reality equipment, educational robotics, A/V equipment, computers, textile technologies, and Raspberry Pi/Arduino devices.
- ❖ Creating and running educational events such as workshops for beginners to 3D printing.
- ❖ Creating and performing actions to Indigenize the makerspace and creating a welcoming environment for Indigenous students and Indigenous ways of knowledge/technologies at Thompson Rivers University.
- ❖ Promoting STEM activities and technologies on campus for university students and faculty to utilize.
- ❖ Performed academic research to investigate the integration of makerspace values and principles within the British Columbia kindergarten to grade 12 education system.
- ❖ Supported lead librarians with researching, acquiring, and purchasing resources and equipment for the makerspace.

VOLUNTEER EXPERIENCE

Scouts Canada.

- ❖ Cooking and providing meals to younger youth in program. Participating in clean up programs, bottle drives, and fundraisers. Acted in a leadership role for younger youth in program, ensuring safety, friendliness, and structure to the event. Provided education in STEM (Science, Technology, Engineering and Math) to both youth participants and group leaders to expand STEM program opportunities in the Calgary *Chinook Council* region.

Thompson Rivers University – TRUSU Catholic Student's Society.

- ❖ Provided leadership to a student club on campus.
- ❖ Ensured events were published and notified to members through social media and internal memos.
- ❖ Helped organize events and activities for club members to engage with on and off campus.
- ❖ Ensured stability and continuation of the club over several semesters.