

Alexis Williams

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EDUCATION

Bachelor of Arts, Psychology

Convocation Spring 2024

Toronto Metropolitan University

- Minor: Geography
- Relevant coursework: Health psychology and an advanced seminar in health psychology. As well as courses in location analysis and geodemographics, accessibility in graphic communications management, disability issues and sustainability in graphic communications management.

CAMPUS INVOLVEMENT

The Society of Arts Social Sciences and Humanities (SASSH)

2023-Present

Community Relations Committee - Digital Outreach and Engagement Specialist

- Liaison for SASSH community Webpage
- Designing and writing the webpage
- Updating websites with information
- Developing a website for Faculty of Arts student's resources
- Updating event calendars and event promotion on social media

SPROUT Case Competition

2024-Present

Marketing Committee - Marketing Associate

- Designing and writing social media posts
- Updating websites with information
- Working with the head of the marketing committee to ensure all marketing materials are to branding standards

Psychology Students' Association (PSA)

2022-Present

Vice President of Finance

- Implemented ideas for events, funding initiatives and giveaways to boost student engagement and provide a positive environment for psychology students
- Led groups of 80-100 students for events such as trivia nights, paint nights and orientation events
- Managed all monetary transactions for events, initiatives and giveaways via spreadsheets and communicated this information with the rest of the group members and other bodies accordingly
- Interacted with larger unions and faculties to manage funding, spending and cheque requisitions, such as the Society of Arts Social Sciences and Humanities and Toronto Metropolitan University Student Union
- Vice President of Finance for two separate terms, 2022-2023 and 2023-2024

The Society of Arts Social Sciences and Humanities (SASSH) 2023-2024

Kaleidoscope Research Conference - Director of Graphic Design

- Created and ordered signage for the event, including large signs, poster boards and event itinerary
- Coordinated and made Instagram posts promoting the event as well as informing applications about application deadlines
- Utilized Canva, Adobe Creative Suite including Photoshop, and Illustrator to create signage and large-scale graphics for printing preparation

The Society of Arts Social Sciences and Humanities (SASSH) 2022-2023

Marketing Committee - Manager of Merchandise and Apparel

- Implemented ideas for merchandise for the Faculty of Arts Students, such as tote bags, hoodies, hats and sweaters
- Created 20 different graphic designs in Adobe Illustrator
- Utilised Adobe Photoshop as well as Indesign
- Worked with the SASSH board to receive criticisms and ideas for improvement with an end goal of having one final design for the merchandise
- Picked production samples of hoodies, hoodie colours and colours for logos and designs
- Created social media graphics to promote previous merchandise and current merchandise
- Worked to sell post-production apparel through social media marketing and selling at in-person events

WORK EXPERIENCE

Toronto Metropolitan University - Ted Rogers School of Management 2023-Present

Research Assistant

- A research project by Dr. Mahdi Roghanizad on organizational behaviour
- Following 1 of 3 conditions dealing with set up and take down of equipment according to condition type
- Worked with participants in a dyadic study to gather data, ensuring protocols were followed

Mount Sinai Hospital 2022-Present

Switchboard and Locating Communications Operator

- Worked a variety of shifts in the 24-hour department
- Spoke with patients regarding procedures for referral, appointments and surgery booking
- Provided phone numbers, locations and information regarding doctors' offices
- Completed hospital-wide overhead announcements for code situations, visiting hours reminders and masking reminders
- Used pagers to allow communication between physicians as well as physicians and patients

McCarthy Uniforms**2018-Present***Key Holder & Merchandiser*

- Primarily responsible for arranging products and creating signage, creating barcodes for use by employees, and finding innovative ways to incorporate technology to improve the productivity of employees
- Also responsible for managing large monetary amounts for transactions and making sure that our daily closing balances are correct
- Responsible for supervising and delegating tasks for a team of 40 when the manager is absent

Toronto Metropolitan University - Ontario Universities Fair**2022***Student Representative*

- Attend the university fair as a representative for the psychology department.
- Spoke with prospective students about the psychology program and courses

Matt & Nat**2022***Key Holder & Merchandiser*

- Second supervisor handling end-of-day reports, cash management, and customer service
- Also responsible for merchandising new products and receiving approval for store layouts, product placement and window display placements

VOLUNTEER EXPERIENCE

TMU Academic Accommodation Support**2023-2024***Peer Note Taker*

- Provided in-class notes via the academic accommodations support website to students in need of notes to promote equity and accessibility in academia

TMU Orientation Leader**2022-2023***Psychology Students Association*

- Lead group orientation activities alongside other PSA members
- Spoke with incoming students to get conversations started, provide insight on the psychology program and promote inclusivity
- Purchased event materials and assisted in set up and take down of our event space

Mount Sinai Hospital**2019-2020***NICU Co-op Student*

- Organised supply closets and put together take-home supply bags for parents
- Created posters and graphics for parenting classes and events
- Ensured visitors used hand hygiene and followed visiting requirements

Beaux-Arts Brampton

2018-2020

Art Class Assistant

- Instructed classes of 20-30 students
- Assisted students in improving techniques
- Selected and organised supplies for class usage

PROJECTS

Psychology Students' Association

2023-2024

Special Project: Psychology Students Apparel

- Worked as a group to brainstorm ideas for design concepts
- Used Adobe Photoshop to create a front and back design for hoodies
- Made sure to follow regulations for copyrights and create images from scratch
- Pitched to the SASSH for funding of the project and approval
- Designed a website and layout for sales
- Worked closely with PSA Vice President of Marketing to create graphics to boost sales on social media

CERTIFICATIONS

2022 Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans Course on Research Ethics (TCPS 2: CORE) Certificate # 0000782078

2021 University of Toronto Youth Summer Program Certificate

2019 Leadership, stress management and communication certification

2018 Ministry of Labor: Certification of Worker Health and Safety Awareness

INTERESTS

- User experience research & design
- Improving software for ease of use for those with disabilities
- Bettering technology access & information availability in healthcare
- Improving technology interaction for children & elderly
- 3D-Printing & 3D-File making
- Running
- Fine Art: stippling, sculpture & painting
- Building custom keyboards

AWARDS

2023 Brian Segal Award - Award for Leadership & Community Involvement \$1000

2021-2022 Toronto Metropolitan University Entrance Scholarship \$1000

SKILLS

Computer

- Windows and Mac OS
- Adobe Creative Cloud Software
- Google Suite and Microsoft Office
- Canva, iMovie and TinkerCad

Soft Skills

- Excellent interpersonal skills
- Excellent communication skills
- Ability to work independently & problem-solve
- Consistently takes initiative
- Extremely detail-oriented & organised
- Quick Learner
- Social Media: Instagram, Twitter, Tik Tok

Languages

- French (Beginner)