

# Suzie Brooks

Toronto, Ontario  
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## EXPERIENCE

### **Family and Children's Services, O.E.C.T. Youth Coordinator** Remote

October 2024 - Present

- Assist youth with applications for post-secondary, OSAP, scholarships, and bursaries
- Planning and hosting community events for youth in care
- Meet with youth attending post-secondary to assist with tutoring, adjusting, or finding resources

### **OCAD University, Communications Assistant** Toronto, ON

July 2024 - September 2024

- Assist students with admissions and recruitment process
- Write and develop content for web, social media, and print
- Proofread materials such as emails, letters, and presentations
- Create graphics using Adobe Creative Cloud

### **Queen's University, Research Team Member** Remote

August 2021 - Present

- Assist with the recruitment process and marketing strategies
- Review survey and interview data to record on NVivo
- Collaborate with community partners and local youth organizations

### **Children's Aid Foundation of Canada, Program Coordinator** Toronto, ON

September 2022 - September 2023

- Presented on youth engagement to national partners
- Monitored Google Analytics and collected data for reporting
- Lead the Fosteringcommunity.ca migration to WordPress which included building the site on WP Engine

### **Children's Aid Foundation of Canada, Marketing Coordinator** Toronto, ON

May 2022 - September 2022

- Created posts for social media including Meta, LinkedIn, and X
- Organized youth ambassador opportunities and workshops
- Attended fundraisers to represent the Foundation

## EDUCATION

### **St. Lawrence College, 2022**

Graduate Certificate, Digital Marketing Communications

### **Toronto Metropolitan University, 2021**

Bachelor of Arts, English and History

## TECHNICAL SKILLS

- Microsoft Office Suite
- Adobe Creative Cloud
- Grant Writing
- WP Engine
- Slate

## SOFT SKILLS

- Public Speaking
- Creative Thinking
- Conflict Resolution
- Time-management

## ACCOMPLISHMENTS

**Canadian Society for the Study of Education (CSSE)**  
Presenter 2022-2024

**The Wiggles x CAFC**  
Media Ambassador 2022

**TELUS Mobility for Good**  
Media Ambassador

**CKWS Learning in**  
**Limestone Co-host 2014**

Check out my digital portfolio at [suziebrooks.ca](https://suziebrooks.ca)