

# Suzie Brooks

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## SKILLS

Community Engagement and Outreach · Stakeholder Presentations · Event Coordination · Data Entry · Google Workspace · Microsoft Office Suite · Adobe Creative Cloud · Canva · MailChimp · Hootsuite · Meta

## EXPERIENCE

**Lived Expert Community Development Specialist** April 2026 - Present  
Never Too Late | Toronto, Ontario

- Develop an interpersonal skills training for Lived Experts to support their ability to create and sustain caring relationships and a sense of belonging
- Deliver training to Lived Experts including conflict resolution, harm reduction, and other crucial life skills
- Work collaboratively with other Lived Expert Community Development Specialists ensuring all voices are equal and that there is a positive, inclusive environment for all
- Establish a supporting and sustainable peer network that includes peer mentors, supportive groups, coaching opportunities, and in-person social events

**Youth Coordinator** October 2024 - Present  
Family and Children's Services Frontenac Lennox and Addington | Kingston, Ontario

- Organize and facilitate community events for lived experts pursuing post secondary and training
- Process expenses and manage the program budget including paying venues, purchasing brand materials, and organizing guest speakers
- Serve as the central point of contact for the Eastern Zone Ontario Education Championship Team including coordinating meetings and preparing agendas
- Handle private records with respect and integrity ensuring sensitive materials are managed with the utmost security

**Research Assistant** August 2021 - Present  
Queen's University Department of Family Medicine | Kingston, Ontario

- Lead recruitment strategies, conduct interviews, and develop survey questions for the research project
- Assist with recording milestones and tracking metrics using Microsoft Excel
- Develop slide decks and present research findings at conferences to external stakeholders
- Create promotional materials with a high amount of detail using Adobe Creative Cloud

**Lead Finance Secretary** August 2025 - October 2025  
Hastings Prince Edward District School Board | Trenton, Ontario

- Maintained an organized master calendar for all three Senior Administrators and coordinated their transportation
- Processed transactions, invoices, and claims from faculty and support staff
- Monitored spending and balanced bank statements at the end of every month
- Managed all school trips including scheduling busses, communicating with venues, and organizing permission slips

**Communications Assistant**  
OCAD University | Toronto, Ontario

May 2024 - September 2024

- Proofread materials for social media and print to ensure brand continuity and maintaining the organization's standards
- Assisted students with registration questions and led presentations about navigating the student portal
- Wrote and developed creative content for web, social media, and print using Adobe Creative Cloud
- Collaborated with the People and Culture team on innovative ways to improve the registration process

**Program Coordinator**  
Children's Aid Foundation of Canada | Toronto, Ontario

September 2022 - September 2023

- Managed the Fosteringcommunity.ca migration and built a new site on WordPress
- Monitored Google Analytics for website traffic to include in quarterly reporting
- Presented on youth engagement practices in collaboration with external partners
- Assisted with National Stand Up for Kids event preparation and fundraiser

**Marketing Coordinator**  
Children's Aid Foundation of Canada | Toronto, Ontario

May 2022 - September 2022

- Created content for Meta, LinkedIn, X, and YouTube to increase engagement
- Developed tutorial videos using Adobe Premier Pro for users of our digital resource
- Led marketing strategies, submitted quarterly reports, and disseminated research
- Assisted with the creation of the children's book *Something in Common* with The Wiggles

**Innovation Hub Associate**  
St. Lawrence College | Kingston, Ontario

December 2021 - April 2022

- Monitored the space during presentations and events for questions or assistance from faculty, students, or external partners
- Wrote and developed blog posts relevant to the five pillars for the Innovation Hub website
- Managed and set up special events and company bookings

**Front Desk & Night Auditor**  
Delta Hotels by Marriott Kingston Waterfront | Kingston, Ontario

July 2021 - December 2021

- Developed a daily newsletter for internal stakeholders using Microsoft Office Suite
- Assisted and monitored special group bookings and processed all event expenses
- Addressed guest concerns and solved any issues via email, online chat, and over the phone

## EDUCATION

**Digital Marketing Communications**  
St. Lawrence College | Kingston, Ontario

September 2021 - June 2022

**Bachelor of Arts in English and History**  
Toronto Metropolitan University | Toronto, Ontario

September 2017 - June 2021

## ACCOMPLISHMENTS

Guest Speaker, Kin Care Symposium  
Publisher, American Education Resource Association (AERA)  
Presenter, Canadian Society for the Studies of Education (CSSE)

September 2025  
April 2025  
June 2022 - June 2025