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| MORGAN DAGENAIS  [TITLE] | | |
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|  | OBJECTIVE |  |
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| I am a [current undergraduate student/graduate] of looking for [full-time] employment in [Victoria]. I have previous experience as an Events Coordinator and am looking to build my skills in [] as a [].  I have previous experience as a Legal Secretary, Events Coordinator, Elected Executive Assistant, Senior Student Caller, Server, Wrestling Official, and Archaeological Field Assistant. | | |
| EDUCATION — | LEGAL INDUSTRY |  |
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| Legal Administration Certificate  Camosun College, Victoria.  Completed April 2021   * Overview of Canadian Legal Industry * Completed practice case files in all major areas of law including Family, Real Estate, Civil, Business, ect… * Completed multiple courses in basic accounting principles and word suites (Word, Excel, Query, ect…) | May 2021 – May 2024  Lead Conveyancer • Scott-Moncrieff & Co.  I was lead Conveyancer at this boutique Sidney office for over three years. I worked on transactions involving owner-builders, estate planning, foreshore leases, multi-million-dollar commercial transactions, and Land Title Survey Authority (LTSA) filings such as road dedications or covenants.  I also regularly attended networking events of as well as educational webinars put on by various organizations (LTSA, Stewart title, Dye & Durham, Continuing Legal Education Society).  March 2021 – May 2021  Conveyancer • Velletta & Co.  I was the sole in-house Conveyancer and was the first point of contact for all residential real estate transactions that came in during this time. During this time I solidified my foundational knowledge in what would become my specialization – real estate.    July 2020 – March 2021  Legal Assistant • McKimm & Lott  I was a receptionist and general office assistant in the litigation, real estate, corporate, accounting, and criminal department.  I answered phones, witnessed document signings, and covered vacations in the above noted departments. | |
| EDUCATION — | WORK EXPERIENCE |  |
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| Bachelor of Arts in Anthropology and Gender Studies  University of Victoria  [Ongoing]  Anthropology  ANTH 319 Archeological and Biological Research Methods; Completed an analysis of dataset (data set cleaning, data manipulation) and presented findings.  ANTH 394 Forensic Field Course; Course included Archaeological excavation components.  ANTH 336 Contemporary Indigenous Issues; Overview course of social, political legal and cultural issues. Final project was on Repatriation issues in Archaeology.  Gender Studies  GNDR 203 Indigenous Womxn in Canada; read the MMIWG Inquiry Final Report and presented on status of recommendations. | June 2024 - present  Server • Peacock Billiard’s and James Joyce Bistro  As a server in a bar, it was a priority for me to maintain a safe and inclusive environment. I tactfully navigated difficult situations; I am extremely observant; and I get to network with people from every walk of life, from all over the world.    February 2019 – July 2020  Senior Student Caller • Uvic Alumni Association  My first job in an office environment was preformed solely via telecommunications. Fundraising for various bursaries and funds, I was promoted in my second semester.  September 2013 – September 2019  Events Coordinator • Alberni Valley Wrestling Association  I worked on a team employed by a sports association in Port Alberni, B.C. I taught Physical Education classes in Elementary schools, marketed and staffed a weeklong summer camp, organized bottle drives, worked various jobs supervising teams of volunteers at spring/fall fairs, weddings, celebrations of life, graduations, concerts, bottle drives, drag races, motocross races, and the annual salmon derby. My duties spanned from obtaining the contract, scheduling, supervising the team and completing the work myself. Jobs ranged from setting up/taking down events, running flagging, parking, or security, working as movers, as well as putting on events/camps/fundraisers in of itself. I also tracked all the hours worked by myself and all other volunteers and submitted reports on each event. | |

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| KEY SKILLS — | VOLUNTEERING |  |
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| * **Multi-tasker** * **Detail Oriented** * **Independent** * **Highly Organized** * **Strong Ethical Judgement** * **Advocate for Social Justice** * **Introductory Knowledge of []** | Feb 2019 – Feb 2024  Executive Secretary • British Columbia Wrestling Officials Assoc.  Duties applicable to the position were taking minutes during meetings, organizing the Annual General Meeting, reminding members of assigned duties, and producing official correspondence from the society.  Aug 2023 – Aug 2024  Uncertified Backcountry Mountain Guide• Mt 5040  I have guided up Mt. 5040 twice. Taking responsibility for the safety of others as well as guiding someone through the mental component was incredibly rewarding. | |

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|  | | COMPUTER / TECHNICAL SKILLS | |  | |
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| 60 Words per Minute Typing Speed | Proficiency in  All Office Suites and  Adobe Acrobat | | | Accounting Software  ESI Law, PC Law | |
|  | | PRACTICAL EXPERIENCE | | |  |
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| Undergraduate:  Anthropology:   * Archaeological Field Methods   + Hazard assessment and reconnaissance   + Grid procedure (recording measurements with a datum point)   + Archaeological Excavation   + Drafting site maps, excavation plans, and site reports   + Maintaining site logs and personal field journals * Presenting Sensitive Material   + Buried Ancestors and Belongings   Gender Studies:   * Presenting Sensitive Material   + Missing and Murdered Indigenous Women Inquiry Report * Ability to Work on a Team * Cultural Sensitivity Training | | | Legal:   * Residential and Commercial Real Estate Transactions * Drafting Loan and Mortgage documents * Lease Hold Transactions   + Including Indigenous Land * Legal Document Drafting   + Agreements   + Forms for filing   + Invoices * Multiple Fraud Webinars * Land Title Survey Authority Webinars * Title Insurance   + Chicago, Stewart, FCT * Personal Property Security Agreement Registry * Legal Drafting Software   + E-Convey, Telus Real Estate Assyst, Lender Lawyer Connect, EStrataHub * BC Court Services * MyLTSA + Web Filing | | |

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|  | REFERENCES |  |
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| Available Upon Request | | |