

Lucy Hartley Djwa

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Education

- University of Victoria, BSc in Honours Psychology and a minor in Human Dimensions of Climate Change (2023)

Core Skills

- Strong communication skills, including customer service, public speaking, and social media posts
- Experience conducting research and collecting data
- Strong writing skills, including newsletter development, creating marketing copy, and academic writing
- Strong computer skills, including Microsoft Suite (Excel, Word, PowerPoint, Teams, and Outlook), Google Suite, Canva, Mail Chimp, and Wordpress design
- Extensive administration experience, including organizing meetings, editing, data entry, archiving, and email correspondence

Professional Experience

- **Media/Campaign Assistant, Archivist, and Communications Support, Pacific Peoples' Partnership (2022- Present)**
 - Developing, planning, and overseeing fundraising events
 - Managing multiple projects and tasks
 - Organizing and providing day-of support for an anti-deep-sea mining forum
 - Delivering and presenting an educational program on preventing deep-sea mining
 - Extensive communications work, including media releases, newsletter writing and releasing, fundraising calls, and event marketing
 - Archiving and summarizing organizational documents
 - Working virtually with minimal supervision and self-directed projects
 - Coordinating and overseeing volunteers at events
- **Media Production Manager, Dusty Tracks BC, STORYHIVE (February 2024 - August 2024)**
 - Researching and planning for live video interviews
 - Organizing video equipment, legal forms/waivers, interview timing, and travel plans
 - Interviewing community members about subjects they are passionate about and building a connection with them
 - Setting up and operating two cameras, microphones, and lighting for live interviews
 - Directing video recordings live

- **Research Assistant, Agentic Communications (Summer 2021)**
 - Researching and drafting a report on machine-learning translations for legal support
 - Working independently with a self-directed pace
- **Junior Learning Technology Assistant, University of Victoria (Summer 2020)**
 - Working in a team to transition the university to a new learning management system
 - Working one-on-one with Professors to develop their course pages
 - Executing page transitions under short deadlines
- **Retail Associate, Granville Island Licorice Parlour (2017-2019, 2023,2024)**
 - Teaching new customers about licorice and assorted products
 - Building rapport with regular customers to provide a positive retail experience
 - Responding to inquiries about the store
 - Running inventory, store maintenance, stocking, and cleaning

Volunteer Experience

- **Research support, Dr. Robert Gifford's Environmental, Social, and Personality Lab (2022)**
 - Preparing information relevant to a study on wildfire preparedness
 - Creating and designing a database of potential participants for a study on wildfires
- **Student Support, Memory Cafe Victoria (2021)**
 - Providing support to individuals participating in the Memory Cafe
 - Running tech support for all virtual sessions hosted on Zoom and coaching new participants through the technology onboarding process
- **Session leader, Wise & Well Victoria (2020)**
 - Designing “Tech Talk” informational sessions
 - Creating appealing, clear graphics to support in the “Tech Talk” session
 - Providing thoughtful, relevant technology information to seniors participating in Wise and Well Victoria.
- **Belay support, Inclusive Climbing (Early 2020)**
 - Helping to foster a positive environment for those participating in the Inclusive climbing program
 - Belying individuals with developmental disabilities and encouraging them as they made their way up the wall
 - Developing the self-confidence and rock-climbing skills of those in the program

Awards and Scholarships

- T.S. McPherson Entrance Scholarship, University of Victoria (2018)
- Victoria Foundation Chinese Canadian Community Scholarship, University of Victoria (2018)
- T.S. McPherson Entrance Scholarship Renewal, University of Victoria (2019,2020,2021)
- Above and Beyond Award in Social Sciences, University of Victoria (2023)

References available upon request