

**Bianca Romagnoli**  
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## **EDUCATION**

University of Ottawa  
Honour Bachelor of Arts

Major in Religious Studies with major in Political Science

**Sept 2011 – May 2015**

## **PROFESSIONAL SKILLS**

### **Communication Skills**

- Excellent oral communication skills to effect clear and concise understanding
- Excellent inter-personal skills to effectively communicate on multiple levels of an organization
- Excellent comprehension skills to understand internal and external issues
- Excellent at prioritizing and communicating effective measures to insure completion of task

### **Leadership Skills**

- Provided personnel with the appropriate tools to accomplish their role
- Mentored co-workers for professional development and team growth
- Assigned personnel tasks designed to achieve goals for the company and team member

### **Teamwork Skills**

- Adapted communication style to meet the needs of the environment
- Verbal evaluations performed to guarantee knowledge and understanding
- Encouraged enthusiasm to realize goal

## **EXPERIENCE**

### **Research Assistant**

**2014-present**

- Transcribing interviewing for research project

### **Research Assistant**

**September 2014- December 2015**

- Help correct midterms & exams
- Help students with class material

### **30<sup>th</sup> Field Artillery – Ottawa**

**2012-present**

- Work in a small group in order to complete tasks in a timely fashion
- The ability to receive, process and complete tasks
- Handle secure military communication equipment
- Catalog and manage equipment

### **1<sup>st</sup> Hussars – London**

**2010 - 2012**

- Completed Basic Military Qualification course
- Completed Soldier Qualification course
- Completed the Armoured Recce trades course level I and II
- Completed Basic and Standard First Aid courses

### **National Defense Headquarters**

**Summer 2013**

- Catalog and manage personnel files

- Work in both team setting and individually in order to complete task

**United Nations Research Grant**

**Summer 2012**

- Transcribed audio documents

**VOLUNTEER EXPERIENCE**

**Museum of Classical Antiquities**

**January 2013-February 2015**

- Worked as junior volunteer then promoted to senior volunteer
- Manage other junior volunteers
- Helped organize International Archeology Day
- Work within a team to create yearly museum exhibit
- Creating artifact list and text panels for exhibit
- Give tours of museum with detailed information on artifacts
- Qualified in artifact handling and packaging

**President of Religious Studies Association**

**September 2014-May 2015**

- Organizing executive in order to complete tasks
- Attend departmental, committee and board of directors meetings
- Plan events for student body
- Help students with course material if needed

**Sectary of Religious Studies Association**

**2013-2014**

- Take detailed minutes for all executive meetings
- Aid in planning events for student body

**Relay for Life London**

- Head of children's center

**2009 – 2011**

**Italian Festival**

- Head of children's craft/area

**2008 – 2011**

**REFERENCES AVAILABLE UPON REQUEST**