

# STEPHANIE CHOW

## Project Manager

A Recognized Expert in Project Management, Event Management and Service Delivery. Comprehensive experience in Event Planning, execution and delivery within an established budget. Extensive background in team building, coaching, mentoring and competitive leadership.

stephaniechow10@gmail.com

Website: [www.stephaniechow.ca](http://www.stephaniechow.ca)

Tumblr: [au-contre-mon-frere.tumblr.com](http://au-contre-mon-frere.tumblr.com)

### SPECIALIZES IN

Event Planning & Execution  
Project Management  
Coaching & Team Building  
Cultural & Heritage Guide

### CORE COMPETENCIES

Operations Support & Logistics  
Vendor Relations & Contracts  
Logistics Services  
Strategic Communication  
Staff & Volunteer Management  
Extensive International Travel  
Scheduling  
Interpersonal Skills  
Conflict Resolution  
Labour Relations &  
Employee Engagement

### SKILLS

- MS Office, HootSuite, Adobe Creative Suite
- Fluent in French & English, Spoken Spanish
- Microsoft Project, SQL data queries, AutoCAD

### COACHING & LEADERSHIP EXPERIENCE

Team Manitoba Coach Mentor  
Team Canada U20/U24 Coach  
Univ British Columbia Coach  
Team Canada Captain  
National Board Member

### HOBBIES/INTERESTS

Surfer  
2018 DJ Academy Grad  
Favourite Place to Bike: MOAB

### RECENT EXPERIENCE & PROJECTS

#### BICYCLE VALET WINNIPEG **Project Manager** 2017 - Current

Work with events to provide free, safe & convenient bike parking at local events and festivals to promote active transportation. Responsible for finances, marketing, volunteer management, equipment, transport, coordination & logistics. *Increased Event Revenue by 100%, Secured Community & Corporate Sponsorship, Incorporated Social Media Strategy and Increased Volunteer Recruitment & Engagement*

#### ARCHWOOD 55 PLUS **Program Manager** 2016 - 2018

Facilitated programming at 55 Plus Seniors club. Planned and coordinated trips, fitness instructors, luncheons, and informational speakers. Handled member accounts and managed contractors. Provided technological and financial expertise to volunteer board to streamline processes and increase member engagement. *Expanded Programming & Operating Hours, adding Afternoon & Drop-in Activities. Increased member participation by 75%.*

#### TREK TRAVEL **Trip Design & International Guide** 2011 - 2016

Design, Execution and Management of Award Winning (Travel & Leisure) Bike Tours and Race Trips in Europe, North and Central America. Provided guests with a safe, informative and once-in-a-lifetime cultural experience customized to the individual. Responsible for vehicle & equipment fleet, logistics and reporting to sales, financial & marketing departments. *Regional Expertise: Provence, Ireland, Costa Rica, Canadian Rockies, Tuscany, Burgundy and Tour de France (Official Tour Operator)*

#### VANCOUVER COASTAL HEALTH **HR Analyst** 2005 - 2011

Provided technological support and HR guidance to managers regarding legislation, compensation, recruitment and retention (24,000 employees). Facilitated organization and execution of essential staffing levels for strike response. Developed and implemented Attendance Promotion Program. Conducted statistical and operational analysis on development of database, procedures and work methods. *Resulted in 2% reduction in employee sick time—\$6 million in annual savings*

### EDUCATION

**JUSTICE INSTITUTE OF BC** Effective Management & Leadership Certificate

**UNIVERSITY OF CALGARY** M.Sc. Geological Sciences

**INDIANA UNIVERSITY** B.Sc. Geological Sciences, B.A. Musical Performance