

**Tracy Parsons**  
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## **Skills and Abilities**

- Self-starter with the ability to multi-task
- Excellent interpersonal skills
- High level of empathy for people of various ages and social conditions
- Good working knowledge of computers including Microsoft Word and Outlook
- Software competencies in TwistedWave
- Strong Networking Abilities

## **Work Experience**

Friday Afternoon News Anchor FM 90.5 (Feb 2012 – 2015)

- Live and recorded Newscasts
- Writing and Updating News Stories and Weather
- Board Operations

Owner/Voice Talent (Self Employed)

Voicesforhire.ca, Peterborough, Ontario (2009-Present)

- Read and edit scripts
- Deliver finished voice product to clients in the entertainment and non-entertainment industry
- Invoicing
- Networking

Personal Support Worker

Christian Horizons, Peterborough, Ontario (2005-2009)

- Responsible for all aspects of personal care and safety of persons with intellectual and physical disabilities
- Medication Administration
- Supervised Outings

Sales Representative

Avon, Parksville, British Columbia (1997-1999)

- Cultivating relationships with clients
- Providing products and information

Library Technician

Booth College, Winnipeg, Manitoba (1992-1995)

- Assisted in automation of library services
- Resource acquisitions coordinator including bookstore inventory
- Coordinator of volunteer training and schedules
- Preparation of library services manuals
- Oversaw overall library operations while head librarian was on extended sick leave
- Cover reception desk as requested

## **Volunteer Experience**

### Teacher/Sunday School Coordinator (2011-2017)

- Prepare weekly lesson plan for class
- Coordinate volunteers
- Recruit teachers and helpers
- Conduct teacher training sessions
- Choose curriculum for programs
- Liaison with senior staff

### Features Reporter and Newsletter Editor

#### Kaos Radio, Peterborough, Ontario (2006-2008)

- Compilation of material for radio features including local events, movie information, and stories of interest from around the world
- Writing articles for quarterly newsletter
- Submitting articles and photos to designer
- Proofing final draft for printing

### Small Group Leader

#### Auburn Bible Chapel, Peterborough, Ontario (2004-2019)

- Prepare material and facilitate group discussions

### Canvasser

- Ontario March of Dimes (2005-2016)
- Easter Seals (2005-2016)

## **Education**

### B.A. Biblical & Theological Studies

Booth College, Winnipeg, Manitoba, 1992

References and additional information available upon request