MATRIX OF OLGA SHCHERBYNA'S ROLES AND RESPONSIBILITIES 1997-2013

LEGENDS: Roles: (L) Leading; (S) Supervising; (TM) Team Member Level of Skill Proficiency: J-Junior; I-Intermediate, A-Advanced; A*-Advanced Plus

TIME PERIOD				2006-present	2013-present	2012	2012	2010	2007-2009	2009	2007	2007	2004-present	2011	2011	2005-2006	2005	2003-2004	2002-2003	2000-2001	1997-1998
SKILLS / PROJECTS & JOBS	AREA OF EXPERTISE	LEVEL OF PROFICIENCY	NUMBER OF PROJECTS/JOBS WHERE SKILL WAS UTILIZED	1. Diversity Clues Consulting Inc. / Websites (L)	2. Think Immigrants Online Publication (L)	3. Environmental Scan of Immigrant Professional Groups in BC, *IEC-BC (L)*	4. Social Development Strategy, *City of Richmond (L)*	5. Multicultural Strategic Plan – Photo stock Project, *City of Coquitlam (L)*	6. Immigrant Talent Integration Project, *BC HRMA (L)*	7. BC SAP Stream 1, Operations Policy and Procedures Manual, *CBMercer & Associates (S)*	8. BC SAP Training Framework, *CBMercer & Associates (TM)*	9. Newcomer Civic Engagement, *MHHS (TM)*	10. Community Work: *Vancouver Advisory Committee on Diversity Issues; Mayor Immigration Task Force; Vancouver Economic Development Commission; IEC-BC; BCITP Net;* UBC Course work / Conferences / Publications	1. Social Planning Intern, *City of Richmond (TM)*	2. Research Assistant, *UBC (TM)*	3. Settlement & Outreach Worker, *ISS of BC TM)*	4. Interpreter/Cultural Broker, Government-sponsored Refugee Program, *ISS of BC (TM)*	5. Conference / Executive Assistant/Volunteer Coordinator. *CMA-BC (TM)/S)*	6. Administrative Support, Translation Department, *MOSAIC (TM)*	7. Financial Analyst, *LUKOIL Ukraine (TM)*	8. Junior Accountant, *Odessa Greek Centre (TM)*
				PROJECTS									**VOLUNTEERING**	**JOBS**							
1. Literature Review	RESERCH	A	13	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓			
2. Online Data Mapping		A*	16	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
3. Survey		I	5			✓			✓		✓		✓					✓		✓	
4. Interviews		A	12		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓				
5. Focus Groups		I	5						✓				✓			✓	✓	✓			
6. Data Collection		A	14	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓		✓	
7. Data Analysis		A	14	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓				✓	✓
8. Best Practice Research		A*	13	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓			
9. Policy / Training Development		I	6				✓			✓	✓	✓		✓				✓			
10.Report Writing		A	14	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓
1. Program / Idea Development	PROJECT MANAGEMENT	A*	9	✓	✓				✓				✓	✓	✓	✓		✓		✓	
2. Proposal Writing		I	9		✓	✓	✓	✓	✓				✓	✓	✓			✓			
3. Developing Strategic Plan		A*	12	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓		✓		✓	
4. Hiring & Supervising		I	7	✓			✓	✓	✓	✓						✓		✓			
5. Liaising with contractors		A	7	✓			✓	✓	✓	✓						✓		✓			
6. Stakeholder engagement		A*	10	✓	✓	✓	✓	✓	✓			✓	✓			✓		✓			
7. Marking/media relations		I	6	✓	✓				✓			✓	✓			✓		✓			
8. Workshop / Group Facilitation		I	5	✓					✓			✓	✓			✓					
9. Budgeting / Financial Management		A	8			✓	✓	✓	✓			✓						✓		✓	✓
10. Funder Interim/Final Reports		A	7			✓	✓	✓	✓			✓				✓		✓			
1. Identifying innovating practices	ETHNIC ENGAGEMENT	A*	10	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓					
2. Developing outreach strategies		A*	6			✓		✓	✓			✓	✓			✓					
3. Engaging ethnic groups/organizations		A*	7			✓		✓	✓			✓	✓		✓	✓					
4. Engaging ethnic media		A	8	✓	✓			✓	✓			✓	✓		✓	✓					
5. Developing public engagement training		J	3									✓	✓			✓					
6. Delivering public engagement training		J	3									✓	✓			✓					
7. Presenting to ethnic groups		A	10	✓		✓			✓	✓	✓	✓	✓		✓	✓		✓			
1. Website [pages] architecture	WEB MANAGEMENT	I	7	✓	✓				✓			✓	✓		✓			✓			
2. Web design (images, fonts, colours)		J	4	✓	✓				✓				✓					✓			
3. Web content development		A*	7	✓	✓				✓			✓	✓		✓			✓			
4. Online database administration		A	5	✓	✓				✓				✓					✓			
5. Implementing modifications		A	5	✓	✓				✓				✓					✓			
1. Typing 50 wpm	ADMINISTRATION / CLERICAL	A	18	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Committee /Board Minutes Taking		A	10			✓	✓	✓	✓	✓	✓	✓	✓			✓		✓			
3. MS Word		A	16	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	
4. MS Excel		A	7	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	
5. MS Power Point		A	7	✓					✓			✓	✓	✓		✓		✓			
6. Database Administration		I	9	✓	✓								✓	✓	✓	✓		✓	✓	✓	
7. Handling public inquiries		A*	11	✓	✓	✓			✓			✓	✓		✓	✓		✓	✓		✓
8. Meetings Coordination		A*	10		✓	✓	✓	✓	✓			✓	✓			✓		✓		✓	