

JAKE FESTERYGA

COMMUNICATIONS SPECIALIST

CONTACT

- 📞 (613) 406-6679
- ✉️ jake.festeryga@gmail.com
- 📍 Ottawa, ON

SKILLS

- Data Management
- Handling Sensitive Information
- Collaborative Skills
- Strategy Development and Implementation
- High Quality Writing Skills
- Effective Communication

ADDITIONAL CERTIFICATIONS

- SAFE talk certified (2019)
- Academic Advantage Coaching Collaborative Training Program (2022)

References can be made available upon request.



PROFILE

I am a highly trained individual capable of adapting to new situations and quickly learning to utilize new tools and systems. I have multiple years of experience managing complex information, interacting directly with clientele and conducting outreach to the larger public and our clientele base.



EXPERIENCE

Research Assistant 2023 - PRESENT
Carleton's RoCCET Lab

- Handle sensitive data and develop high-quality interview transcripts.
- Review submitted transcripts for quality assurance.
- Utilize listservs to advertise academic conferences.
- Manage conference email account and organize panel submissions
- Created multiple successful conference presentation proposals
- Presented research at academic and non-academic conferences across Ontario.

Teaching Assistant 2023 - PRESENT
Carleton University

- Lead workshops on complex academic topics.
- Provide clear and supportive feedback on assignment submissions.
- Collaborate with instructors and other teaching assistants to develop a healthy and productive environment.

Academic Coach 2018 - 2024
Carleton's Enriched Support Program

- Tutoring students one-on-one or in small groups to overcome academic challenges.
- Catering to specific needs of students requiring additional supports.
- Attending biweekly business meetings to further develop recruitment strategies.
- Trained new academic coaches to prepare them to meet our student's needs

EDUCATION

Master of Arts in Communication Current Studies
Carleton University

Bachelor of Communications and Media Studies Honours with a Minor in Film Studies
Carleton University