

Dan Cavanagh

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Professional Experience

2008–present **Administration and Communications**
Department of Curriculum, Teaching and Learning (CTL)
OISE/University of Toronto

provide administrative and secretarial support; ensure all departmental activities run smoothly

work independently and as part of a team; work overtime in peak periods; meet deadlines when working under pressure

manage the department's Twitter and YouTube accounts; create and launch Twitter campaigns via video testimonials of students and faculty;

write content about educational news; proofread and edit material prior to dissemination;

plan social and academic events: Open House; Meet & Greet; conferences; book launches; celebrations

prepare budgets; monitor accounts and reports; identify errors in financial budgets and reports

coordinate meetings and event logistics in graduate programs; work extensively with Excel, Word, PowerPoint, SIS, and Doodle

provide comprehensive assistance for graduate students in Master's and PhD programs in Education; administrative and IT support; manage graduate student list-serves

co-chair and administer meetings with department's faculty and staff members; assist with decision-making of new policies

2012–2016 **Public Relations Strategist,**
My Evening Out (part-time)

communicate services of the company to potential restaurateur clients; network between CEO and clients

- 2004–2008 **Program Assistant and Webmaster**
Department of Anesthesia, Faculty of Medicine
University of Toronto
- maintained the website of the department by updating text and photo content
- administered the graduate program for the department; co-planned the annual Anesthesia conference at the Metro Toronto Convention Centre
- 2004 **Residence Assistant**
Graduate House
University of Toronto
- effectively assisted all residents; helped students in emergency situations; handled all enquiries; administered check-ins/outs
- 1998–2004 **Program Assistant**
Department of Adult Education and Counselling Psychology
OISE/University of Toronto
- managed the test library of the OISE/UofT Counselling Educational Clinic; administered and updated the practicum and internship database for MA and PhD students

Education

- 2018–present **French Language Studies**
University of Toronto/School of Continuing Studies
Basic level; currently taking French classes
- 2016 **Strategic Public Relations Certificate**
University of Toronto/School of Continuing Studies
- Foundations of Digital Communications Strategy and Social Media
Foundations of Strategic Relations
Public Relations: Advanced Practices and Case Studies
- 1996 **B. A. in History**
University of Toronto
- North American, European, and African History

Awards

2012 **Dr. Claire Alleyne Staff Excellence Award**
OISE/University of Toronto

Awarded to the best OISE staff member of the year

Computer Skills

Word; Excel; Access; DRUPAL; PowerPoint; Outlook; Web Page Design; CMS; Email; Adobe Photoshop; Social Media (Twitter, YouTube, Instagram and Facebook); iMovie; HTML; Blogging

Skills

Excellent communication skills; outstanding public relations skills; experienced proofreader and editor; ability to work under pressure; tactful and diplomatic interactions; event planning skills; highly knowledgeable about academic environments

Language Skills

English (native, C2 level)

Brazilian Portuguese (A1 level)

French (B1 level – currently taking lessons)

Volunteer Experience

2018–present **Social Media Strategist at Plurilingual Lab**
Department of Integrated Studies in Education
McGill University

build website on DRUPAL, create social media campaigns; manage Twitter, Facebook, YouTube and Instagram accounts; edit Speaker Series videos; write and edit content for the website <https://mcgill.ca/plurilinguallab/>

1999–present **Toronto International Film Festival (TIFF)**

entourage escort: responsible for escorting and providing assistance to celebrities and professionals in the film industry at their arrival on the red carpet as well as inside the theatre

manage rush lines, and press and industry screenings: organize press and industry sing-in sheets; provide assistance to moviegoers

Fundraising Achievement

2013 Top fundraiser for the Centre for Addiction and Mental Health (CAMH) at the Mississauga Marathon Charity Challenge

Conference Presentation

Cavanagh, D. (2014). International perspectives on education: A comparison between Canada and Brazil. Guest Speaker at Faculdade Ages – Academic Week, Paripiranga, BA, Brazil.

References

Dr. Normand Labrie, Professor, OISE/University of Toronto
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Dr. Mary Beattie, Professor Emerita, OISE/University of Toronto
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