

Debi D. Walker

SUMMARY

Results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in a federal Crown corporation and university setting. Open to quality improvement through development, education and training opportunities. Experience in human resource management, communications, event coordination, office administration and customer service with a focus on providing optimal results.

Major strengths include excellent communication and organization skills, attention to detail, respect for compliance in a regulated environment, liaison capabilities, as well as human resource skills related to personnel issues, workers' compensation, professional development, terminations, scheduling, protection of privacy and access to information.

EDUCATION

- Access to Information & Protection of Privacy, University of Alberta 2006 - 2009
- Human Resource Management, University College of C.B., Sydney, N.S. 1999 - 2000
- Modern Safety Management
- Managing the Media
- Journalism, ICS, Montreal, PQ
- Event Planning, Music Industry Association of Nova Scotia
- Event Organization & Management, Tourism Nova Scotia
- Business (Sr. Admin.), Cape Breton Business College, Sydney, N.S.
- Graduate (Academic) of Riverview High School, Sydney River, N.S.

WORK HISTORY

May 2010 to Present – Verschuren Centre for Sustainability in Energy & the Environment (VC), Cape Breton University

The Centre for Sustainability in Energy and the Environment was established to find innovative and sustainable solutions to energy and environmental issues – one of the foremost challenges of this generation. The key objectives include developing sustainable solutions, expanding collaboration, applying and transferring knowledge, contributing to regional prosperity and building profile to establish CBU as a leading edge facility.

- Executive Assistant to the Chief Executive Officer

Responsibilities include:

- Supporting the advancement of the Centre through participation in external and internal meetings, planning and organizing events and functions, as well as researching, coordinating, and conducting special projects and events.
- Administration of human resource requirements within the Verschuren Centre.
- Managing VC Advisory Board requirements.
- Employing interpersonal skills, with demonstrated tact and discretion and the handling sensitive information.

- Responsible for VC communications, including website content, twitter account, and collateral materials.
- Liaising with staff, community, government and industry regarding VC projects and programs.
- Researching, coordinating and conducting special projects, including promotion, fundraising, and organization.
- Assisting with budget preparation and tracking, including processing VC expenditures/revenue.
- Preparation of briefing documents, project reports, annual report requirements.
- Involved with NS Dept. of Energy Hydraulic Fracturing Review.

1978 to December 2009 – Cape Breton Development Corporation, Sydney, N.S.

Cape Breton Development Corporation (CBDC) was a federal Crown corporation formed by an Act of Parliament in 1967 to conduct coal mining and related operations in the Sydney coalfield. As of 2001 its mission was to wind-up the affairs of the Corporation, in a way that contributes to the well-being and prosperity of Cape Breton through the stewardship of the assets and its obligations.

- | | |
|--|-------------|
| • Manager of Community Relations and Human Resource Advisory | 2007 - 2009 |
| • Access to Information Officer | 2005 - 2009 |
| • Personnel Officer | 1999 - 2007 |
| | 1999 - 2007 |
| • Corporate Affairs, Communications Coordinator | 1995 - 1999 |
| • Marketing – Executive Assistant | 1989 - 1995 |
| • Finance -- Administrative Assistant to the Vice President of Finance | 1985 - 1989 |
| • Finance -- Secretary, Planning & Analysis | 1980 - 1985 |
| • Head Office Reception & Secretary to Communications Officer | 1978 - 1980 |

PROFESSIONAL ACCOMPLISHMENTS

Human Resources

- Instrumental in developing Cape Breton Development Corporation (CBDC) Human Resource database in use until operations ceased in December 2009.
- Effectively liaised with various levels of government and stakeholders regarding corporate issues, including employment equity, multiculturalism, official languages, and workers' compensation.
- Coordinated HR programs in accordance with corporate and various government regulations and policies.
- Identified enhancements to workers' compensation issues and practices within CBDC and effected changes in conjunction with the Workers' Compensation Board of Nova Scotia (WCB).
- Monitored WCB program delivery re CBDC employees.
- Member of management team on Joint Planning Committee required by Federal government for CBDC closure.
- Organized and supervised severance procedure for 800+ employees (union and confidential) and personally met with individuals in this regard.

- Developed criteria and administered \$10 million education/relocation fund for former employees and liaised with various secondary institutions regarding scholarship programs, entrance requirements, etc.
- Involved with employee recruitment, in-house transfers.
- Weekly reporting – HR status (transfers, hires, absenteeism, compensation) – over 2000 employees.
- Revamped Human Resource Policy & Procedure Manual and revised policies, as required.

Communications/Community Relations

- Created extensive community leader database.
- Project team lead for CBDC legacy book venture, “*Pit Talk*”.
- Developed internal communication plan for Cape Breton Development Corporation (CBDC) when fully operational (2,000+ employees – 4 unions and confidential personnel). Instrumental in developing CBDC’s 2009 plan for internal and external communications.
- Created and produced monthly newsletter (Coal Picks).
- Successfully organized CBDC Employee Expo, and coordinated community consultations for various CBDC remediation and energy projects throughout the Cape Breton Regional Municipality.
- Wrote and produced corporate communiqués, information brochures and reports, including the CBDC Annual Report and corporate plans required for Treasury Board, Government of Canada.
- Made significant contributions to corporate strategic planning initiatives and was instrumental in developing the CBDC internal/external communications plan.

Administration

- Participated in creation and production of CBDC strategic intent and yearly status reports, as well as other profile and information materials.
- Organized Access to Information and Protection of Privacy procedure for CBDC.
- Organized and supervised the administrative functions associated with the operation of CBDC Ships’ Agency to handle coal loading vessel requirements while at the CBDC International Pier.
- Extensive knowledge of international financial processes associated CBDC’s marketing requirements, specifically coal sales.
- Successfully worked in a team-based environment and was selected to participate on various committees (IT initiatives, Change Management) related to CBDC activities.
- Served on various committees related to developing and implementing corporate initiatives.
- Extensive executive level, confidential (non-union) experience.

COMMUNITY INVOLVEMENT

- Director, Vivian MacKinnon Scholarship Foundation
- World Vision Canada Representative
- Elder, Bethel Church, Marion Bridge
- Bethel Choir & Worship Committee
- Former Executive Member, Cape Breton County Minor Hockey Association
- Past President, Marion Bridge Community Council
- Past Chair, Mira Gala Festival, Marion Bridge