

Vanessa C. Davies

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HIGHLIGHTS OF QUALIFICATIONS

- 6 years of competent policy experience in law, politics, sociology, economics
 - Bridgeable from FSWEF; Enhanced Reliability Security Clearance
 - Extensive knowledge of the parliamentary system especially committee processes
 - Excellent communication skills in English and French
 - Proficient in MS Office for PC and MS Office for Mac programmes, including Access, PowerPoint, Firefox and Explorer
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RELEVANT EXPERIENCE

Policy Research Skills

- Government policy research experience in a politically sensitive environment
- Extensive experience with the parliamentary system and current issue cycles
- Initiated a policy paper for a national union which competed in an international conference in Switzerland in 2008
- Identified gaps in refugee law and policy for Master's research
- Managed aggregated survey data
- Composed policy templates for a national party during a federal election

Communications Skills

- Managed sales and advertising correspondence and reorganized a client database
 - Edited, researched and captured parliamentary proceedings for over three years
 - Liaised with MP's offices as a Page and a Proceedings and Verifications Officer
 - Effective public speaker, speech writer and presenter
 - Prepared briefing materials for stakeholder & parliamentary meetings
 - Conducted public relations during a federal election for a national party
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WORK EXPERIENCE

Client Relations Officer

2008-Present

GraybridgeMalkam/Centre for Intercultural Learning (CIL), DFAIT

- Managed and reorganized a client database of more than 250 clients
- Provided efficient bilingual service to government, private and NGO clients
- Increased profile of CIL in the government, private and NGO sectors

Junior Policy Officer

Summer 2007

Temporary Foreign Worker Program, Ministry of Human Resources

- Assisted with policy research on politically and time-sensitive topics
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- Prepared presentations
- Organized multilateral stakeholder meetings

Proceedings & Verification Officer **2004-2007**

Parliamentary Publications Directorate & Reporting Services (Hansard)

- Captured proceedings in the House of Commons during full-time studies
- Conducted research from primary & secondary sources to achieve 100% accuracy in Hansard

Parliamentary Page **2003-2004**

- Assisted Members of Parliament in a non-partisan manner by carrying messages and documents between the Chamber, offices, and committees

SUBMITTED PUBLICATIONS

Davies, V. "The Impact of HIV Refugees on Human Rights and Humanitarian Law Regimes." *International Journal of Refugee Law*. Submitted for review May 2009

EDUCATION

Master's of Science in Law, Anthropology & Society **November 2008**

London School of Economics & Political Science

Merit

Honours Baccalaureate International Development & Globalization **June 2007**

University of Ottawa,

Magna cum Laude

Courses in Geography of Europe & Theatre **June 2006**

Queen's University, International Study Centre, Sussex, UK

INTERESTS

Performing arts, swing dancing, poetry, community advocacy (Member of RefNet and HIV/AIDS Legal Network)

REFERENCES

Available upon request