

**Yvette Bolduc**  
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**SUMMARY OF QUALIFICATIONS:**

- Over 10 years in the field of Conference Coordination
- Over 10 years in the field facilitation and training of specialized groups
- Captivating public speaker with the ability to inspire and motivate the participants
- Design and develop workshops according to need, group dynamic and current trends

**RELEVANT SKILLS AND ACCOMPLISHMENTS:**

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**Facilitation and Coaching**

- Developed curriculum, implemented and facilitated Life Skills/Job Readiness Program for 15- 20 clients with barriers to employment funded by Service Canada (formerly HRDC).
- Facilitated workshops in a wide variety of subjects including:
  - Life Skills/Employment Readiness
  - Head Start & Child Care
  - Administrative Professional Training
  - Teacher Assistant Professional Development Training
- Continuously received positive feedback from participants
- Supported participants individually by setting personal and vocational goals, overcoming barriers and referring to appropriate resources in the community
- Follow-up communication and support with client to ensure progress in action plan.
- Documentation of workshops, action plans and reports
- Administrative skills in file documentation and Contact 4 database

**Training and Instructional Design**

- Diligently researched various topics and trends to ensure all training was current and relevant to the group
  - Proficient in desktop publishing software in the development of course materials
  - Provided accurate post-seminar/workshop debriefing information and included any recommendations for follow-up training
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### **Conference Planning and Coordinating**

- Site coordination and negotiation all across Canada
- Contacted Keynote and/or Guest speakers
- Sourced out possible Workshop Presenters
- Banquet and menu planning
- Hotel coordination and negotiation
- Guest room negotiation
- Entertainment planning and coordination
- Hosting responsibilities
- Trade show coordination and planning
- Itinerary planning
- Materials and publications coordination
- On-site supervision and troubleshooting
- Post-event audit and debriefing

### **WORK HISTORY:**

<b>Consultant</b>	Best Foot Forward Coaching & Developing	2007 - 2008
<b>Facilitator, Trainer</b>	Bridges For Women Society	2007 - 2008
<b>Facilitator, Trainer and Conference Coordinator</b>	First Nations Training and Consulting Services, Saanichton, BC	1999 - 2007
<b>Owner/Operator</b>	Yvette's Boutique, Penticton, BC	1996 – 1998

### **EDUCATION AND TRAINING:**

<b>Public Speaking</b>	Camosun College, Victoria, BC	2005
<b>Leadership and Development Program</b>	Camosun College, Victoria, BC	2004
<b>Nobody's Perfect Parenting</b>	Public Health Agency of Canada	2004
<b>Kids Have Stress Too Certificate</b>	Psychology Foundation of Canada	2004
<b>True Colours Facilitator Certificate</b>	Victoria, BC	2003
<b>Addictions Counselling</b>	Camosun College, Victoria, BC	1996

