

Curriculum Vitae ~ 2013

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Summary of Skills

Management

Throughout my career I have undertaken increased levels of responsibility in planning and management of projects, and business development.

In 2004 I formed "PMG Communication" specializing in:

- Event production
- Grant and proposal writing
- Government relations (Federal, Provincial, Municipal, and Regional)
- Community & Corporate Affairs
- Project Management
- Public Relations
- Marketing
- Media Monitoring.
- Budget accountability and general project administration

"PMG Communication" is well versed working with volunteer Boards of Directors, who are in turn working within an organization's mandate and also may have not-for-profit status. Working with volunteers requires flexibility with both time management and frequently changing board members.

Enthusiasm, government expertise, and senior administrative skills, combined with a vast network throughout British Columbia and to a lesser extent Alberta, are the key benefits that I bring to any project, program or position.

Communication

I am experienced delivering oral presentations to small or large groups. I have made presentations to elected officials at the regional, municipal, provincial and federal levels as well as to both the general public and the media. I have been a guest speaker at colleges, secondary schools and with special interest groups. As well, I have developed and conducted educational seminars on a variety of topics.

I have developed effective public relations and facilitation skills. Working with volunteer boards of directors has proven my team building skills and has increased my sense of community and sense of responsibility in being a part of each community that I live and work in.

Administration

As an Administrator for organizations such as the Nechako View Senior Citizens Home Society, Quesnel Community Foundation, Alcan Primary Metal Group, Avison Management Services and others, as outlined in the following Summary of Work Experience, I have been responsible for all duties and responsibilities related to:

- Reporting directly to the Board of Directors
- Community and Government Relations
- Advertising and Media Relations
- Funding and Sponsorship Partners
- Office Administration, Personnel, Payroll and Finance

As "PMG Communication" I have had the good fortune to work with these outstanding clients throughout the central interior of British Columbia:

- o Alcan Inc.
- o Alex Fraser Park Society 2006-2008
- o Ashcroft & District Rodeo Association 2011 - 2013
- o BC Paraplegic Association & NCMA Conference 2009
- o Big Brothers & Big Sisters of Quesnel
- o British Columbia Professional Bull Riders Association 2006 & 2010
- o British Columbia Rodeo Association 2005 – 2013 – Marketing Manager
- o British Columbia Rodeo Association 1995 – 2013 – Member of the Officials Team
- o C+ Rodeo Stock Contractors 2004-2013
- o Cliff Fawcett & Sons – 2009 - 2011
- o Dean Mason & Company – 2005 - 2006
- o Double Tree Creations – 2010 – 2011
- o Farmgate Fabrication 2007 – 2009
- o Green Heat Initiative – 2011
- o Horsemanship with Evan Howarth – 2011-2012
- o Kispiox Valley Rodeo Association 2012
- o Kitimat Professional Bull Riding Event - 2010
- o Minister Pat Bell – Prince George office - 2010
- o MUTN – Measuring Up the North Conference 2009
- o Nechako Valley Exhibition Society 2012
- o Nechako View Senior Citizens Housing Society 2008 -2012
- o Nicola Tribal Council – Visions 2007 Aboriginal Fisheries Conference
- o Prince George Airport Authority – 2009
- o Prince George Chamber of Commerce
- o Prince George BC Rivers Day Music Festival 2005 -2012
- o Princeton Rodeo Association 2010
- o Punky Lake Youth Wilderness Camp 2010 - 2011
- o Quesnel Chamber of Commerce 2009 - 2012
- o Quesnel Community Foundation 2006 & 2007
- o Quesnel Downtown Business Association 2009
- o Quesnel Rodeo Association – 2006, 2008
- o Quesnel Team Roping Club 2010
- o Quesnel Technics Gymnastic Club 2008 - 2010
- o Rocking P Western Apparel – trade shows throughout Western Canada 1996-2013
- o Ron Edgar Consulting 2009-2011
- o Schuk Family Benefit 2007
- o Special Events Creators
- o T.E.G Contracting Ltd. 2013
- o Treasure Cove Casino 2009-2010
- o Trophy Tournaments 2013
- o Vanderhoof Chamber of Commerce
- o Visions 2007 Aboriginal Fisheries Conference
- o West of the Rockies Championship Pro Rodeo 2006 – 2009

Community Programs

Organize Community Events such as Fall Fairs, Music Festivals, Rodeos, Trade Shows, and Awards Banquets. Fisheries Conferences, Fund Raising Events – such as Fund Raising Dinners and Dances

Fund raise and develop Sponsorship Programs for community events and non-profit and for-profit agencies. Prepare proposals for advertising and grant applications.

Research

Supervise and train volunteers.

Develop and work within a team environment.

Summary of Work Experience

Service Canada – Federal Government appointment as a Chairperson of the Employment Insurance Appeals Board of Referees – 2008 to May 2013. – Prince George, BC

As a Chairperson of the Employment Appeals Board of Referees, we are charged with the professional conduct of the administrative tribunal proceedings including writing the decision after the Board has completed its deliberations while maintaining the public trust.

The Chairperson of the Board of Referees is independent of the Government and of any individual or body responsible for appointments to the Board and must not act or be seen to act on behalf of the claimant, the employer or the Commission. Protecting and projecting their independence, regardless of their background or affiliations, they must avoid any conflicts of interest as well as any bias or appearance of bias, working with fellow board members in an impartial and not in a situation where they can be perceived as biased or in a conflict of interest. In addition, as part of a respectful and professional work environment, they act in a collegial manner. Taking the time to hear, deliberate and decide on each individual case, all the while protecting and safeguarding personal information to which they have access.

The Chair must be fully versed in the Employment Insurance Act, Regulations and pertaining jurisprudence to carry out and fulfill their duties and responsibilities.

PMG Communication – 2004 to present

As outlined above under Management, Communication, Administration and Community Groups.

Alcan Primary Metal, Community and Corporate Relations - Nechako Watershed Region – 1996 to 2004

Integral part of the corporate affairs and public relations team for a large multi-national corporation. All types of management and office administrative duties.

Communicate and explain corporate operations.

Represent corporate interests in six communities.

Coordinate donations and sponsorships.

Design and deliver advertising campaigns.

Develop fund raising campaigns with community groups..

Assist with economic development of small communities.

Budget development and management.

Supervise staff and contractors.

Avison Management Services Ltd., Office Manager/Comptroller – Vanderhoof BC – 1995 to 1996

Purchasing and inventory control

Policy manual development

Analysis of budget processes and procedures

Development of costing programs

Conduct research and draft changes of employment standards legislation

British Columbia Rodeo Association, member of the Officials Team – throughout BC

- 1995 to 2013 – on going

Representing the Rodeo Association at rodeo's throughout the province working as either the Rodeo Secretary or as a Rodeo Timer. In either of these roles we are responsible for the collection of all entry fees, maintaining accurate financial records; collection of the scores and judges records for the entire event and completion of reports back to the Association.

C.K. Wingham Law Corporation, Legal Secretary – Vanderhoof, BC

- 1995

Conveyance wills and contract documentation – preparation – ensuring accuracy, confidentiality within the timelines and requirements. Working with the legal profession, court registries, land titles offices and the general public.

**Legal Services Society of British Columbia, Paralegal – Kelowna, BC
1994-1995**

Conducted individual case advocacies.
Research and prepare written court submissions.
Conduct public legal education programs.
Office Administration, budgeting, purchasing, library control.
Assess eligibility for program criteria.
Liaise with Community Groups and government ministries and programs.
Supervise and train legal assistants and clerical staff.

**Legal Services Society of British Columbia, Paralegal, Williams Lake, BC continued
1989 to 1994 (transferred to Kelowna)**

Host weekly Legal Aid clinics in the community of 100 Mile House Regular college guest speaker of a legal nature
Conduct legal information and education workshops for various First Nations Groups and Communities.
With permission of the Court represent clients in Family Law, and Administrative Tribunals
Assist Staff Lawyer with case preparation
Working with members of the legal profession, court registry staff, crown prosecutors and staff, Judiciary and the public
Hire and train legal assistants and clerical staff. Purchasing, authorization of accounts.

**Ministry of Environment, Head – Documentation and Processing – Williams Lake, BC
1984 to 1989**

Administration of Water Management for issuing, amending permits, licenses approvals.
Administration of Waste Management permits and licenses.
Responsible for the Administration of the Guiding and Trapping Areas of the Cariboo – Chilcotin.
Public education and supervision of testing of individuals under this program.
Responsible for the special permitting of the Dean River Fishing.
Officer under the Wildlife Act.
Review applications and determine eligibility.
Reconcile Regional Revenue Accounts.
Liaise with government agencies. Maintain Computer database.
Train and Supervise Staff.

Ministry of the Attorney General – Deputy Registrar, Court Clerk – 1973 to 1976

Working at all levels of court – Provincial Court – Criminal and Family, Small Claims and Traffic Court; Supreme Court – Family and Criminal, Traffic Court and Citizenship Court. Duties included working with the RCMP, lay magistrates, provincial court judiciary, coroner services, court officials, members of legal profession and the public. Ensuring accuracy of documentation, filings and court records including financial payments – in an out of court. Ensuring Probation Orders and warrants for arrest were duly executed and understood. Approved and signed remand, and detention orders; swear Affidavits and Declarations. Collect statistical data, record and distribute statistics.

1989-1974 Ministry of Environment, Ministry of Finance, B.C. Hydro, Ministry of the Attorney General, Fraser Lake Sawmills Ltd.

Professional Development & Memberships

- Canadian Public Relations Society – Northern Lights Chapter
- Microsoft Word, Excel, Access, Power Point and some Publisher
- College of New Caledonia - Non-Profit Society Management Training
- Sirolli Enterprises Facilitation Graduate (Economic Development)
- Toast Masters Speech Craft Course
- Conflict Management and Resolution Workshop (BC Justice Institute)
- Human Rights Training Workshop
- Supervisory Skills Workshop
- BTE Communication Leader Workshop
- Sociology 121
- Simply Accounting and Quick Books and Accounting 101
- Serving It Right Certification
- Safety Training, Safety Oriented First Aid
- WHMIS
- Professional Driver's License – Class 2 with Air Brakes Endorsement

Professional and Community Associations ~ Past and Present

- Canadian Public Relations Society, Northern Lights Chapter
- Vanderhoof District Beautification Committee
- Vanderhoof Chamber of Commerce and Prince George Chamber of Commerce
- Alex Fraser Park Society
- Quesnel & District Chamber of Commerce 2010 - 2012 Board of Directors
- Quesnel Community Foundation
- Vanderhoof Rodeo Productions
- Nechako Valley Exhibition Society
- Career Prep Association
- BC Northern Winter Games
- BC Rodeo Association, Chilcotin Rodeo Association, Canadian Professional Rodeo Association
- Horse Council of British Columbia
- Vanderhoof District Library Fund Raising Committee
- College of Dental Surgeons of BC – Board of Directors