

# Nathalie R. Bernier

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## Education & Qualifications

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- Adult Training at the Workplace Microprogram Laval University 2016
- Master's in business administration (MBA Business Management) Laval University 2012
- DESS in Organizational Development (change management) Laval University 2010
- Bachelor's degree in Microbiology Laval University 1992
- Genetic Engineering Certificate Laval University 1991

**IT:** Microsoft Office [Word, Excel, PowerPoint, Outlook], PeopleSoft [Oracle], Tenrox and Trello [project management].

**Distance learning platforms:** Zoom, Teams, Via, Moodle, D2L [Desire 2 Learn].

## Work Experience as Teacher and Speaker

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Since 2001

### Hourly teacher, Continuing training, Cegep Sainte-Foy

Since March 2021

- Professional interactions in the digital age (French) in ACS Programming, databases and servers.

### Hourly teacher, Continuing training, Cegep F-X-Garneau

Since December 2016

- Communication and customer service (French) in ACS Accounting and Management.
- Recruitment, selection and hiring process (French) in ACS HR clerk.

In the Housing Manager program for First Nations communities in Quebec:

- Communication interpersonnelle (2018, 2019, 2021).
- Interpersonal Communication (2019, 2020).
- English for Management: révision en anglais et normes en rédaction (2019, 2020).
- Gestion financière/Finance Managers (2017, 2019, 2020, 2021).
- Housing Administration level 1 (2019).
- Housing Administration level 2 (2017, 2019).
- Introduction to Building and Renovation (2017, 2019).
- Introduction to Housing Management (2019).
- Introduction à l'informatique : Windows, Internet, Word et Excel (winter & autumn 2020, 2021);
- Introduction to Software: Windows, the Internet, Word & Excel (2019, 2020).
- Stage en milieu de travail/Workplace Internship (2018, 2019, 2020, 2021).

## As Teacher and Speaker (end)

### Trainer at work, business places and asynchronous training (subjects)

Since 2016

- Time and priorities management (with and without Outlook)
- Identify and tame performance anxiety (and stresses).
- Management of meetings and teams
- Change and risk management.
- Well-being for remote workers in teleworking
- Leadership development

### As Advisor for business management

Since 2012

- Advise small businesses and self-employed workers in the development of their business and their businesses (analysis, development of vision and business niche, etc.).
- Carry out marketing research, business plans, management plans and architecture...
- Diverse clientele like an insurance firm, construction contractors, life coach, translator, real estate brokerage firm, event agency, financial investment advisor, yoga trainer, etc.

### As Project manager

2006–2014

#### Responsible for the Sponsorship Committee, AGILE Quebec City, QC

2014

- Develop a new sponsorship plan including new sponsor services.
- Write the first guide for sponsors and its translation into English.

#### Finances-marketing manager, INFO-CULTURE.BIZ, Quebec City, QC

2012

- Produce documents governing the business relationship with volunteers.

#### IT and Technology Department, Laval University, Quebec City, QC

2011–2012

- Set up the administrative coordination of the Project Office.
- Develop and implement the invoicing process for DTI services (modify the time management system, produce user guides and checklists, etc.).

#### Faculty of Medicine, Laval University, Quebec City, QC

2010–2011

- Develop the training offer in virtual classes on Elluminate (old form of D2L and K12) for general practitioners in the province of Quebec and produce the platform user guide.
- Develop the planning tool for the continuing education offer which was awarded during the evaluation of the Accreditation Committee for Continuing Medical Education in 2011.

#### Faculty of Continuing Education, Laval University Quebec City, QC

2009

- Introduce the new executive director to her functions (coaching and training).

#### Nordic Study Centre, Laval University, Quebec City, QC

2008

- Coach the new management and present them with administrative rules; ACHIEVEMENT: Establish a partnership with the Minister of the Environment of Quebec (Norway 09).

#### Faculty of Law, Laval University Quebec City, QC

2007–2008

- Development of a collaborative platform and a research chair's website.
- Redevelopment of faculty premises and creation of workspaces and services.
- Implementation of the Faculty's first emergency measures plan in the event of an influenza pandemic.

## As Manager

2001–2006

### **Dean's assistant, Faculty of Dental Medicine Laval University, Quebec City** 2006- 2007

- Develop internal policies concerning the management of studies and billing of services.
- Manage the renovation project of the technical laboratory of dentistry for 3rd year students.

### **Executive Director (replacement during a sick leave)** 2006

- Faculty of Nursing, Laval University, Quebec City, QC
- Manage administrative staff, budgets and management projects.
- Refresh the boardroom (renovation, purchase of new furniture).

### **Director of Charles-Eugene-Marchand Pavilion, Quebec City, QC** 2004- 2006

- Research in life and health sciences, Laval University
- Supervision and management of 24 employees (support and professional);
- Responsible for the occupant's safety (access control, inspections, training, etc.)
- ACHIEVEMENT: Creation of the new scientific store at Laval University (sales of one million) and reform of purchasing management [consignment, Justin time] eliminating losses, etc.

### **Specialist–executive manager** 2001-2004

- Department of Biochemistry, Microbiology and Bioinformatics, Laval University, Quebec City.
- Manage financial and material resources and monitor the expenses of research teams.
- Manage teaching laboratory employees [supervision, staffing, evaluation].
- Create and run conferences and popularization workshops for high school youth.
- ACHIEVEMENT: Reorganization of the department's finances during the first year of office; moving from a deficit of \$25,000 to a surplus of \$40,000, among other things through supplies.

## As Researcher

1992–2001

### **Biochemist at CO2 SOLUTION INC. Quebec City, QC**

- Develop biochemistry research protocols for the project of national defense.
- Ensure the management of supplies and the supervision of the laboratory technician.
- Present in English the progress of the project to the representatives of the national defense.

### **Laboratory assistant at Laval University, Quebec City, QC**

- Manage three laboratories, two of which simultaneously (purchases, interviews);
- Ensure the supervision of graduate students as well as their training in molecular biology.
- Supervise and evaluate interns and communicate with their CEGEP.

### **Advisor at CONSERVATION Saint Hubert, Saint-Hubert, QC**

- Feasibility study for the establishment of a municipal composting center.
- Produce the report and presentation and present the report to city council.

## References

Available upon request.