

Le 22 avril 1991

Chère Madame,

Je désire par la présente poser ma candidature pour le poste de coordonnatrice du colloque de l'ICREF qui aura lieu à Edmonton du 8 au 10 novembre prochain.

Ayant participé au Comité organisateur du Colloque national de l'éducation populaire tenu à Gravelbourg en Saskatchewan en octobre 1988, je suis consciente du travail qu'une telle conférence exige ainsi que les nombreuses retombées bénéfiques qu'un tel colloque engendre pour l'organisation responsable de l'événement.

Je sens que je possède bien les habiletés d'organisation et de communication que vous recherchez. De plus, je me sens sensibilisée aux questions d'ordre féministe qui préoccupent les femmes actuellement compte tenu de mon travail auprès des femmes et des groupes de

femmes tant au niveau local que national.

Je vous remercie de l'attention que vous  
voudrez bien porter à cette demande et  
dans l'attente de notre réponse je vous  
prie d'agréer, chère Madame, l'expression  
de mes meilleurs sentiments.

Marcelline Forestier

## CURRICULUM VITAE

NOM: FORESTIER, Marcelline M.

DATE ET LIEU DE NAISSANCE: 10 juin 1954      WAKAW, Saskatchewan

ADRESSE ET NUMERO DE TEL: 6743-31e avenue  
EDMONTON, Alberta  
T6K 3X2  
461-2503

LANGUES PARLEES ET ECRITES: Français et Anglais

### EDUCATION

1974-1975	Troisième année et graduation Bachelier en Arts Spécialisation en Français et en Histoire Université du Manitoba - Collège Saint-Boniface Saint-Boniface, Manitoba
1973-1974	Deuxième année, Bachelier en Arts Université de l'Alberta, Faculté Saint-Jean Edmonton, Alberta
1972-1973	Première année, Bachelier en Arts Université de l'Alberta, Faculté Saint-Jean Edmonton, Alberta
1967-1972	Ecole secondaire 7e - 12e année Académie Assomption Edmonton, Alberta

EXPERIENCES DE TRAVAIL

- août '90-déc. '90      RECHERCHISTE A CBXFT - RADIO-CANADA, EDMONTON  
Recherchiste pour l'émission SMAC, une émission s'adressant aux enfants de huit à douze ans dans les quatres provinces de l'Ouest. La recherche comportait de suggérer des idées pour l'émission et de faire la coordination des tournages.  
(contrat à temps partiel)
- sept.'89-avril'90      COORDONNATRICE SECTEUR PROGRAMMATION FEMMES  
Education permanente - Faculté Saint-Jean  
Responsable de la mise sur pied et de la coordination de cours et d'activités de formation à l'intention des femmes francophones. Participation active aux activités des groupes de femmes au niveau local et national.  
(contrat à temps partiel)
- fév.'89-août'89      CONGE DE MATERNITE
- 1987-1989      COORDONNATRICE SECTEUR POPULAIRE  
Education permanente - Faculté Saint-Jean  
Responsable de la programmation du secteur populaire, soit tous les cours offerts par ce secteur tels les programmes de formation pour les organismes, pour les femmes et les camps d'été pour les jeunes. De plus, j'ai assuré la liaison avec les Centres d'éducation permanente régionaux et j'ai assisté à la mise sur pied d'un programme collégial en développement communautaire.
- 1986-1987      CONGE DE MATERNITE



1979-1986

ASSISTANTE A LA REALISATION - CBXFT  
Radio-Canada, Edmonton

Ce travail comprenait la préparation et la mise-en-ondes de différentes émissions locales et nationales diffusées à Radio-Canada. La préparation des émissions inclus la participation aux tournages et aux montages, la préparation de scripts et la mise en place de tous les éléments techniques nécessaires aux émissions.

1976-1979

RECHERCHISTE - INTERVIEWER - CBXFT

J'étais responsable en tant que recherchiste de trouver les sujets traités à l'intérieur d'une émission de télévision intitulée VISAGES. L'émission se donnait comme but de présenter différents personnages albertains dans les domaines sociaux et culturels. Je menais les interviews et j'ai aussi fait l'animation de l'émission à quelques reprises.

1975

ANIMATRICE - CHFA RADIO-CANADA

J'ai animé une émission quotidienne d'une durée de deux heures pour jeunes. C'était une émission musicale qui intégrait aussi un calendrier d'activités et des interviews avec de jeunes Albertains.

AUTRES INTERETS ET FONCTIONS

- J'ai enseigné un cours de français (niveau débutant) pour adultes avec "Continuing Education", Commission des écoles publiques.
- Je prends des cours universitaires à la Faculté Saint-Jean à temps partiel afin de compléter mon Bachelier en Education (après degré).
- Membre du Comité femmes de l'ACFA régionale d'Edmonton.
- Membre du Comité de financement de l'Ecole enfantine, une coopérative pré-scolaire francophone.

REFERENCES

Jean Watters (ex-directeur Education permanente)  
Université de Sherbrooke  
Sherbrooke , Québec  
J1K 2R1  
(819) 821-7670 (bur.)  
(819) 822-4659 (dom.)

Lucien Larose (ex-directeur Education permanente)  
Cité collégiale Cornwall  
Pavillon Moulinette  
Pointe Windmill  
Cornwall, Ontario  
K6H 4Z1  
(613) 938-2483 (bur.)  
(613) 936-2154 (dom.)

Marc Doré (réalisateur)  
CBXFT, Radio-Canada  
8861-75e rue  
Edmonton, Alberta  
T5J 2P4  
468-7500

April 22<sup>nd</sup>, 1991

To Whom It May Concern,

I would hereby like to apply for the job of coordinator of the CRIAW national conference to be held in Edmonton on November 8<sup>th</sup> to 10<sup>th</sup>, 1991.

Having been a member of the organizing committee for a national conference on adult education held in Gravelbourg Saskatchewan in October of 1988, I am aware of the immense efforts required to organize such an event. Furthermore I find it very exciting to envision the positive repercussions that will be forthcoming for a national institute such as CRIAW following the organization of a national conference on women's issues. Being a part of this is a very exciting prospect for me.

I feel confident that my background of working with women's groups as well as my skills as an organizer and in the field of communication will be helpful

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if I am the successful applicant for this job.

I thank you for considering my application and I look forward to meeting with you to discuss this matter further.

Yours sincerely,

Marcelline Forestier

## RESUME

NAME: FORESTIER, Marcelline M.

BORN: June 10, 1954      WAKAW, Saskatchewan

ADDRESS: 6743-31st avenue  
Edmonton, Alberta  
T6K 3X2  
TEL: 461-2503

LANGUAGES SPOKEN AND WRITTEN: English and French

## EDUCATION

1974-1975	Third year and graduation Bachelor of Arts Specialization in French and History University of Manitoba - Collège St-Boniface ST-BONIFACE, Manitoba
1973-1974	Second year Bachelor of Arts University of Alberta, Faculté Saint-Jean EDMONTON, Alberta
1972-1973	First year Bachelor of Arts University of Alberta, Faculté Saint-Jean EDMONTON, Alberta
1967-1972	High School, grade 7 - 12 Académie Assomption EDMONTON, Alberta



JOB HISTORY AND EXPERIENCE

August 1990 - December 1990	RESEARCHER (contract) CBXFT (CBC French T.V. - Edmonton)  Main responsibility was to provide ideas and material to be used for a children's programme broadcast in four Western provinces and to coordinate film shoots.
September 1989 - April 1990	COORDINATOR - WOMEN'S PROGRAM EDUCATION PERMANENTE (Continuing Education) FACULTE SAINT-JEAN  Was responsible for developing and organizing courses and activities of interest to francophone women in Alberta. Also worked with women's groups at the local and national levels in order to improve access to education. (part-time contract)
February 1989 - August 1989	MATERNITY LEAVE
1987 - 1989	COORDINATOR - GENERAL INTEREST SECTOR EDUCATION PERMANENTE - FACULTE SAINT-JEAN  Worked on developing and offering courses and activities of general interest ranging from aerobic classes to leadership and volunteer management classes. Also organized summer camps for children, acted as liaison for our three regional offices in Alberta and assisted in establishing a college level community development programme.

1986-1987 MATERNITY LEAVE

1979-1986 PRODUCTION ASSISTANT  
CBXFT (CBC French T.V. - Edmonton)

Worked on production of several types of shows including live news, public affairs, variety and national programmes.

1976-1979 RESEARCHER - INTERVIEWER  
CBXFT

Was responsible to find and research subjects for weekly magazine format show. Also interviewed guests.

1975-1976 RESEARCHER  
CHFA Radio-Canada (French CBC Radio)

Worked primarily on daily early morning programme preparing research material and translating incoming information for morning show.

summer 1975 HOST  
CHFA Radio-Canada  
Hosted two hour youth programme orientated mainly towards music and calendar of events of interest to young people.

OTHER INTERESTS:

- Taught a beginner French class to adults for "Continuing Education, Edmonton Public Schools" in September 1985.
- Am presently taking courses part-time towards completion of a Bachelor of Education degree (after degree programme).
- Member of Finance committee for pre-school cooperative.
- Member of Women's committee for A.C.F.A. (French Canadian Assoc. of Alberta).

REFERENCES:

Jean Watters  
Université de Sherbrooke  
Sherbrooke, Québec  
J1K 2R1  
(819) 821-7670 (office)  
(819) 822-4659 (home)

Lucien Larose  
Cité collégiale Cornwall  
Pavillon Moulinette  
Pointe Windmill  
Cornwall, Ontario  
K6H 4Z1  
(613) 938-2483 (office)  
(613) 936-2154 (home)

(the above-mentioned persons are ex-directors of Education permanente, Faculté Saint-Jean)

Marc Doré (producer)  
CBXFT, Radio-Canada  
8861-75th street  
Edmonton, Alberta  
T5J 2P4  
468 7500

Carrie Dusterhoft  
6606 - 106 Street  
Edmonton, Alberta  
T6H 5E8

April 22, 1991

Women's Program and Resource Centre  
11019 - 90 Avenue  
Edmonton, Alberta  
T6G 2E1

Dear Committee Members:

Please consider this an application for the CRIAW/ICREF  
Conference Coordinator position.

I have taken several Women's Studies courses and have participated  
in numerous functions in the feminist community. I feel  
that I have a strong feminist consciousness and analysis.  
I believe that my education, work experience and personal  
ideology have provided me with the skills to perform  
effectively and enthusiastically in this position.

I look forward to discussing my qualifications and interests  
further in a personal interview. Thank you for your  
consideration.

Your truly,



Carrie Dusterhoft

Enclosures

**CARRIE DUSTERHOFT**

6606 - 106 Street  
Edmonton, Alberta  
T6H 5E8  
Phone 988-9410

**EDUCATION**

September 1987  
to April 1991

University of Alberta  
Bachelor of Arts  
Major: Psychology Minor: Sociology

September 1983  
to June 1984

Grant MacEwan Community College  
Audiovisual Technician Certificate

**EMPLOYMENT HISTORY**

May 1990 to  
August 1990

**Research Aide**

City of Edmonton  
Community and Family Services 496-5801

- Contacted various personnel to obtain data and statistics.
- Utilized DBASE computer program to access current neighborhood data.
- Analyzed socioeconomic trends and assessed the physical and social condition of neighborhoods through windshield surveys and field notes.
- Wrote neighborhood profile reports which are utilized by civic, business and public sources.

May 1989 to  
August 1989

**Research Assistant**

Alberta Family and Social Services  
Staff Development Branch 427-5949

- Contacted and worked with staff to obtain training information and data for the Branch's Annual Review.
- Generated graphical output using SMART graphics and utilized Wordperfect and Profs computer programs.
- Performed statistical analysis and comparative and trend evaluation of data.
- Wrote data summaries, assisted with a needs survey and worked with filing and cataloging systems.



April 1988 to  
August 1988

**Film Librarian**

Alberta Agriculture  
Broadcast Media Branch 427-2127

- Contacted via telephone and correspondence, film distributors and local companies regarding the preview and/or purchase of audiovisual materials.
- Demonstrated, maintained and operated a wide range of audiovisual equipment and instructed individuals and groups on effective utilization of audiovisual aids.
- Set up and arranged for needed equipment and materials for workshops.
- Maintained a shipping, receiving and booking system for all Film Library materials to facilitate staff and public access.
- Wrote reports on Film Library operations and designed and implemented necessary changes.

October 1985 to  
August 1987

**Film Librarian**

Alberta Agriculture  
Job description same as above.

**VOLUNTEER EXPERIENCE**

**Edmonton Home Care Program 482-1965**

September 1990  
to Present

**Volunteer Services Assistant:**

- Contact Home Care volunteers on a regular basis to assess and assist with any problems or concerns they are having with regard to their clients.

August 1989 to  
August 1990

**Client Companion:**

- Visited weekly with an elderly, disabled woman and assisted her with shopping.

**WORK RELATED EXPERIENCE**

- University computer course utilizing the Macintosh computer.
- Individual study project involving interviews with clients and feminist therapists.
- Assisted with layout, graphics and proofreading and sat on the collective for the Newsmagazine by Alberta Women.

## REFERENCES

- DR. WINNIE TOMM                      Coordinator, Women's Studies Program  
University of Alberta  
Edmonton, Alberta  
492-7078
- DR. HEATHER BAIN                     Psychologist, Private Practice  
Edmonton, Alberta  
439-2775
- ROGER LAING                          Volunteer Coordinator,  
Edmonton Home Care Program  
Edmonton, Alberta  
482-1965

April 21, 1991

Ms. Noreen Bell  
Women's Program and Resource Centre  
11019 - 90 Ave,  
Edmonton, Alberta  
T6G 2E1

Re: Women's Resreacher/CRIAW/CREF-Co-ordinator

Dear Ms. Bell:

Please accept this letter as an indication of my sincere interest in obtaining the above mentioned position with your Center.

A brief networking telephone converstion with Ms. Pat Leginsky late last week, informed me that your Women's Programs and Resource Centre is seeking a researcher/co-ordinator initially part-time till July and full time thereafter. As I did not see the job description and gleaned only pertinent information from Ms. Leginsky. I perceived the background skills of the co-ordinator you are seeking to be many of the ones I may have to offer your Centre. I seek a position in which there is a demand for my expertise and talents particularly in the areas of research, convention organization, writing/word processing , communication and leadership.

Should my executive-style resume suggest appropriate qualifications for the position, I would welcome an opportunity for an exchange of further information.

Yours truly,



Heidi M. Follis  
Enclosure - Resume

**CREDENTIALS**

- \* Professional Post-Secondary/Adult Instructor/Teacher, Writer, Researcher, Marketing Management and Consulting.

**EXPERIENCE****Teaching**

- \* Instructed across the K-12 curriculum for over 10 years.
- \* Instructed adults: In-service in curriculum design and materials to personnel of various backgrounds in educational settings; instructed new Canadians in ESL and life management (1979-1987).

**Writer/  
Researcher**

- \* Guided publishing manuscripts to successful completion; researched in a wide variety of subject areas such as school curriculum
- \* Scientific petroleum industry data, socio-cultural data; coordinated data into meaningful reports, proposals, manuals and public sector catalogues (1988-1990).
- \* Thesis: "Barriers to Accessibility of Women to Non-traditional Apprenticeship Trades in Alberta"

**Management**

- \* Fiscally managed variably large Western and provincial marketing territories (Alberta, Northwest Territories); established and negotiated contracts; launched advertising and promotions campaigns; identified new and viable marketing opportunities; guided production flow of products.
- \* Banff Educational Workshop Alumna - intense two-week course examining key business management areas of the publishing industry and business culture (1990).
- \* Proven leadership skills enhanced through academic and career field experiences and personal development seminars.

**EDUCATION**

- \* B.A. Laurentian University, Ontario, 1979 (English, Sociology)
- \* Diploma/Certificates: Special Education, Ottawa University/York University, Ontario (1980-1981); Principal's Administration Course, Brock University, Ontario.
- \* Permanent Ontario Teaching Certificate, North Bay, Ontario (1966)
- \* M.Ed. (Adult, Career & Technology), University of Alberta (1991)

**PERSONAL**

- \* Mature, professional, experienced and travelled; multi-cultural background (fluent in German); able to travel as immediate family has grown away from home.

**SUMMARY**

- \* A seeker of challenge in which my atypical skills, initiative, creativeness and ethics may be utilized.



# Barbara Lauber

9841 - 86 Avenue  
Edmonton, AB  
T6E 2L5  
Ph: 433-0039 (hm)

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## Employment Record

**December/1990 - Present**

**Administrative Assistant**

Alberta Camping Association

Responsibilities:

Data base management, administrative support.

**June/1990 - December/1990**

**Programmer**

In-Sight '90 Film Festival

Responsibilities:

Organized programming, workshops, and publicity for film festival. Production of 36-page program. Volunteer coordination. Computer troubleshooting.

**March/1990 - May/1990**

**Technical Writer**

Devonshire Cream, Ltd.

Responsibilities:

Wrote Employee Information Package and portions of a Store Managers' Manual for clothing store chain.

**February/1989 - February/1990**

**Community Development Coordinator**

Alberta Tools for Peace

Responsibilities:

Writing, editing, desktop publishing of educational resources. Planning public events. Media response.

**March/1990**

**Election Day Organizer**

Jim Selby Campaign (Edmonton-Parkallen)

Responsibilities:

Organized operation to get out the vote.

**October - November/1990**

**Office Manager**

Halyna Freeland Campaign (Edmonton-Strathcona)

Responsibilities:

Created administrative systems for busy campaign office. Supervised 80 volunteers.

**October/1988 - Present**

**Co-owner of Revolutionary Happenings**

Concert production and booking company. Most recent project was producing a sell-out concert in Edmonton and booking national tour for Jennifer Berezan.

**May/1985 - August/1985**

**Bookkeeper**

California Janitorial Service

Responsibilities:

Financial statements, accounts receivable, payroll.

**February/1982 - July/1984**

**Sales Clerk**

New Century Books

Responsibilities:

Sales, shipping and receiving, accounts payable.



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## Education

- |      |  |
|------|--|
| 1988 | <b>Bachelor of Arts program (2 years completed)</b><br>University of Alberta |
| 1987 | <b>Accounting Diploma</b><br>Grant MacEwan Community College                 |
- Received John Ramsey Scholarship (highest grades on campus) and Jack Cooper Memorial Scholarship (highest grades in Accounting). Represented College in CMA's Annual Business Competition.
- |      |   |
|------|---|
| 1985 | <b>Business Education Certificate (with honours)</b><br>Alberta Vocational Centre |
| 1981 | <b>High School Diploma (with honours)</b><br>Strathcona Composite High School     |
- Received Alexander Rutherford Scholarship (\$1500) for academic achievement. Twice represented high school on Reach for the Top quiz show.

## Volunteer Experience

- |         |   |
|---------|---|
| 1990    | <b>Vice-President</b><br>Womanspace Social and Recreational Association |
| 1989    | <b>Treasurer</b><br>Edmonton-Strathcona Constituency Association        |
| 1989    | <b>Co-chair</b><br>GALA '89 Steering Committee                          |
| 1989    | <b>Chair</b><br>Edmonton-Parkallen Election Planning Committee          |
| 1988    | <b>Official Agent</b><br>Halyna Freeland Campaign                       |
| 1985    | <b>Student Rep, Vocational Programs</b><br>Alberta Vocational Centre    |
| 1977-80 | <b>Daycamp Counsellor</b><br>YWCA                                       |

## References

- |                        |   |
|------------------------|---|
| <b>Bonnie Thompson</b> | <b>Women's Marketing Officer, National Film Board</b><br>Ph: 495-5453 |
| <b>Halyna Freeland</b> | <b>Candidate, Edmonton-Strathcona</b><br>Ph: 439-2346                 |
| <b>Allen McQueen</b>   | <b>Accounting Program Head, Grant MacEwan College</b><br>Ph: 441-4777 |

**This is an environmentally friendly resume. Printed on recycled paper.**

**RESUME**  
**JANIS LAWRENCE-HARPER**

#34 11110-68 Avenue  
Edmonton, Alberta  
T6H 2C2  
(403) 437-7110

**EDUCATION**

M.A. Physical Education and Sport Studies, University of Alberta.  
Currently enroled in my last year of the program. Concentration in women's studies and sport administration.  
B.A. General, University of Alberta, 1986.  
Focus on economics and mathematics.  
Grade 12 Matriculation, Jasper Place Composite High School, 1980.  
Honours standing all three years.

**COURSES AND PAPERS ADDRESSING WOMEN'S ISSUES**

"Feminist Organizing", 1990, University of Alberta Extension, course.  
"Organizing for Change", 1989, University of Alberta, Directed readings course.  
"Women and Sport", 1988, University of Alberta, course.  
Thesis topic: An historical study of the Canadian Association for the Advancement of Women and Sport.  
"A critical examination of Canada's Women in Sport Policy", 1989, (unpublished).  
"A review and critique of the debate: separate-but-equal versus integrated sport programs", 1988 (unpublished).  
"Power and culture in sport organizations: A case study", 1988, (unpublished).

**SKILLS**       Excellent written and verbal communication skills.  
Attentive listener.  
Self motivated and hard working.  
Knowledgeable about Edmonton and its resources.  
Thorough and efficient in organizing volunteers, paid staff, and projects.  
Experienced at facilitating meetings.

**COMPUTER**

**SKILLS**       Experienced in use of IBM programs:  
                  Microsoft Word (& Windows), Word Perfect, and Lotus123.  
Competent using MacIntosh programs:  
                  Microsoft Word, and MacWrite.  
Able to use University of Alberta Main Frame for Textform and Electronic Mail.

JANIS LAWRENCE-HARPER

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## LANGUAGE

### SKILLS

Excellent written and oral English.

Functional understanding of written French.

Grade 12 level written and oral French.

Able to access bilingual friends for assistance in translating and writing in French.

## WORK EXPERIENCE

May 1990 - March 1991 Canadian Birkebeiner Society

**Event Coordinator** for the 1991 SunLife Canadian Birkebeiner. In 1991 it was a five race cross country ski event with 750 participants from across North America, 260 local volunteers, and a zero balance budget. The duties included recruiting and coordinating volunteers, creating marketing and event plans, facilitating communication amongst executive members and volunteers, and designing and distributing club brochures.

September 1990 - present Canadian Association for the Advancement of Women and Sport

**Researcher** responsible for writing the ten year organizational history. The work involves collecting documents, interviewing, qualitative analysis, document analysis, and producing a final report.

September 1988 - August 1989 University of Alberta

**Research Assistant** for a survey of national sport organizations regarding the advancement of women in sport and for a survey of provincial sport organizations regarding organizational characteristics. This work involved coding questionnaires, "cleaning-up" qualitative data, analysis using SPSSX, and qualitative analysis.

May 1988 - August 1988 Edmonton Restaurant Slowpitch Softball League

**League Administrator** for 1000 participant league. Duties included pre-season organizing and publicity; calculating and publishing weekly statistics; scheduling, budgeting, and running tournaments including social activities. Tournaments were both local and provincial ranging in size between 300 and 600 participants.

JANIS LAWRENCE-HARPER

Page Three of Three

**VOLUNTEER  
POSITIONS**

January 1990 - September 1990

Information Collector for Generic Women's Newsletter

April 1989 - August 1989

Founding member of Edmonton Sports Federation

September 1984 - November 1989

At least one year in each of the following positions in the  
Edmonton Rowing Club:

Past President

President

Vice President

Secretary

Fund Raising Chairperson for Boathouse Committee

Boathouse Committee Member

Director of Alberta Rowing Association

**REFERENCES**

Cathy Schreiner - Canadian Birkebeiner Society

9838 - 91 Avenue

Edmonton, Alberta

T6E 2T6

Ann Hall - University of Alberta

on sabbatical in Australia

E-mail address: A HALL@FENNEL.CC.UWA.OZ.AU.



## RESUME

Sheila Maureen Dunphy  
10521 - 87 Avenue  
Edmonton, Alberta  
T6E 2P6

Telephone: 436 - 4263

\*\*\*\*\*

### EDUCATION

Bachelor of Arts Specialization: Women's Studies Minor: Psychology University of Alberta	Sept. 1987 - (June 1991)
Faculty of General Studies Specialization: Psychology University of Calgary	Sept. 1985 - April 1987
College Preparation Program Mount Royal College Calgary, Alberta	Sept. 1984 - April 1985
Beautician Diploma Marvel Beauty School Calgary, Alberta	Oct. 1979 - July 1979
Viscount Bennett Jr./Sr. High School High School Diploma Calgary, Alberta	Sept. 1972 - June 1978

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### WORK EXPERIENCE

Northern Alberta Women's Archives Project Women's Program and Resource Centre Faculty of Extension 11019 - 90 Avenue Edmonton, Alberta	May 1989 - August 1989 May 1990 - August 1990
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#### Project Coordinator

May 1989 - August 1989: Pilot project designed to outreach women who had been active in the Edmonton Women's Movement since about 1960. It entailed developing a brochure, "Recovering Women's Herstory"; designing a personal interview questionnaire, scheduling and interviewing women in the movement; transcribing the interviews and constructing biographies; encouraging women to donate their personal and/or professional materials to NAWAP; developing a database outlining their involvement.



May 1990 - August 1990: Revise and update brochure, "Recovering Women's History". Outreach focus changed to pioneer women of northern Alberta. Also entailed designing a personal interview questionnaire, scheduling and interviewing women in the rural and urban centres of northern Alberta. Education outreach included speaking to women's organizations and attending conferences, such as "Women in Alberta and Saskatchewan History" Workshop and "The Alberta Farm Women's Week"; designed a resource booklet of the women's biographies; and updated the database.

Petro-Canada Inc.  
Calgary/Edmonton, Alberta  
University Recruitment Division

April 1988 - August 1988

Assistant, Industrial Marketing Department

Responsibilities included: input of pricing information; telemarketing; setting-up customer lists; wordprocessing on IBM and MacIntosh, using dBaseIII, lotus I, II, III, wordperfect 5.0 and multimate.

Hair Today Beauty Salon  
Calgary, Alberta

March 1981 - August 1984

Designer II, Beautician

Responsibilities included: development of personal clientele and retail sales.

Hair with Flair  
Didsbury, Alberta

March 1981 - August 1984

Manager/Designer

Responsibilities included: staff and operations management and the development of personal clientele and retail sales.

Befus, Martin & Associates  
Chartered Accountants  
Calgary, Alberta

March 1984 - May 1984

Secretary

Responsibilities included: wordprocessing; filing and other clerical duties.



VOLUNTEER WORK

Distress/Drug Centre  
Calgary, Alberta

February 1986 - February 1987

Telephone Volunteer

Responsibilities included: offering support counselling and referrals to community members in distress; being familiar with Court Orders and Mental Health Warrants and other resources for individuals in need.

Women's Studies Committee  
Faculty of Arts  
University of Alberta  
Edmonton, Alberta

October 1988 - April 1989

Student Representative

Responsibilities included: being a liaison between committee and student body; contributing to the creation of a course evaluation form for Women's Studies courses; writing an article for the Arts Student's Association regarding the goals and philosophies of the Women's Studies Program; and helping to distribute a survey regarding a Graduate Studies Program in Women's Studies.

Northern Alberta Women's  
Archives Committee  
Women's Program and Resource Centre  
Faculty of Extension

May 1989 - to present

Volunteer, Committee Member

Responsibilities include: long-term planning of the archives project; and education outreach about the project.

Public Education Forums  
Women's Program and Resource Centre  
Faculty of Extension

Forum Organizer

September 1990: "Women and the Environment"  
Responsibilities included selecting participants; scheduling meetings and determining the forum's format; and establishing theme of "ecofeminism".

November 1990: "Feminism and Racism"  
Responsibilities included selecting participants; scheduling meetings and determining the forum's format; and establishing a focus on personal and institutional racism.



University of Alberta  
Women's Collective  
Students Union Building  
University of Alberta

September 1990 - to present

Student Member

Activities have included contributing to establishing the mandate of the collective; designing posters for events; taking minutes at weekly meetings; making submissions to the "Generic Women's Newsletter"; and volunteering at the information table during "Violence Against Women Awareness Week" sponsored by the collective.

\*\*\*\*\*

References

Available upon request.



Janis Lawrence-Harper  
#34 11110-68 Avenue  
Edmonton, Alberta  
T6H 2C2  
(403) 437-7110

April 20, 1991

Noreen Bell  
CRIAW  
c/o Women's Program and Resource Centre  
11019 - 90 Avenue  
Edmonton, Alberta  
T6G 2E1

Dear Noreen,

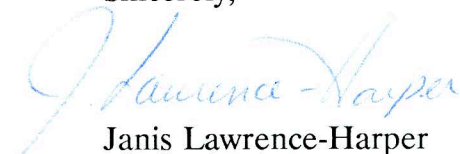
Please consider this letter and resume as an application for the position of Conference Coordinator for CRIAW. I have experience organizing a variety of events from the Canadian Amateur Rowing Association's Annual General Meeting, to provincial slowpitch softball tournaments, to an international cross country ski event. The tremendous success of these events was due to fantastic dedication and team work of the organizing committees, and specialized skills I brought to the projects.

I am a well organized, highly motivated individual who is experienced and comfortable working both in groups and independently. The particular attributes I am able to bring to CRIAW are excellent communication skills, a high degree of computer competency, and a sincere commitment to feminism.

Throughout my studies as a master's student, I have concentrated on both the administration of sport and issues pertaining to women in sport. This combination has focused my thesis on the development of a national feminist organization which seeks to advance women's position in sport. From my studies and my dealings with feminist organizations I realize that the CRIAW conference may have unique features which emphasize the organization's feminist values.

Coordinating the 1991 CRIAW conference would be an excellent opportunity to combine my feminist analysis and organizing skills in order to meet your organization's needs. I look forward to discussing further details of this position with you in the near future.

Sincerely,



Janis Lawrence-Harper

Leslie Stewart  
10454 - 86 Avenue  
Edmonton, Alberta  
T6E 2M5  
April 22, 1991

CRIAW/ICREF Organizing Committee  
c/o Women's Program and Resource Centre  
11019 - 90 Avenue  
Edmonton, Alberta  
T6G 2E1  
ATTN: Noreen Bell

Dear Noreen,

Please consider the enclosed resumé as application for the position of Conference Coordinator for the CRIAW/ICREF Conference.

In my position with the Coordinating Committee on Women's Studies, I used many of the skills which you are now seeking in a Conference Coordinator. In particular, in organizing the Women's Studies Lecture Series, I utilized the kind of organizational and communication skills needed to organize a large conference. My work with the Coordinating Committee involved regular meetings with the group and various sub-committees, and then largely working on my own in the office. I very much enjoy this type of structure which involves group planning/brainstorming but allows me, also, to work alone and take responsibility for my own tasks.

While I am not fluent in French, I do have five years of high school French and I am generally able to understand written communiqué. I believe my resumé reflects my involvement in feminist activities/workplaces as well as my experience with word processing. I am familiar with the work of CRIAW/ICREF from my several years at the Women's Program and Resource Centre, as well as from the two years I spent inputting data for the Canadian Women's Periodical Index. I am very excited at the prospect of being able to work within a feminist group to make *Global Vision Globale, Local Action Locale* a success.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

*Leslie Stewart*

Leslie Stewart



## LESLIE STEWART

10454 - 86 Avenue  
Edmonton, AB T6E 2M5  
439-2142

### EDUCATION

1984 - 1988

#### UNIVERSITY OF ALBERTA

Edmonton, Alberta  
Master of Arts, Physical Education and Sport Studies

1977 - 1981

#### MCMASTER UNIVERSITY

Hamilton, Ontario  
Bachelor of Physical Education

1972 - 1977

#### BRANTFORD COLLEGIATE INSTITUTE

Brantford, Ontario  
Secondary School Honours Diploma

### EMPLOYMENT

October 1989 to  
September 1990

#### WOMEN'S PROGRAM AND RESOURCE CENTRE

Faculty of Extension, University of Alberta  
Designing and producing several publications: Women's Program brochure for winter 1991 and fall 1990; brochure for the conference *Motherhood: Challenge and Change in the 90s*; resource guide for the conference *Motherhood: Challenge and Change in the 90s*; monthly newsletter (produced with co-worker); posters to publicize various events. This included making original artwork, working with *Ready, Set, Go!*, *Microsoft Word* and *Freehand* and doing layout and paste-up. Also involved working in the resource centre with two co-workers coding materials, inputting acquisitions onto *SPIRES* and assisting the public in using the centre.

December to  
August 1988

#### WOMEN'S SECRETARIAT

Government of Alberta  
*Research Assistant*  
Reading various research reports and writing executive summaries and critiques. Also involved writing correspondence for the Minister Responsible for Women's Issues.

May 1985 to  
May 1988

**COORDINATING COMMITTEE ON WOMEN'S STUDIES**

University of Alberta

*Administrative Coordinator*

Administrative duties relative to the committee's needs. Organizing/coordinating the Women's Studies Lecture Series, which involved writing newspaper articles and press releases as well as making posters. Compiled and produced brochure on Women's Studies courses at the University of Alberta. Also involved gathering and compiling information relative to Women's Studies from universities across Canada.

October 1983 to  
June 1984

**WOMEN'S EDUCATION RESEARCH PROJECT**

Edmonton, Alberta

*Researcher*

Working with co-workers to produce a report on women's education opportunities in Alberta. Responsibilities included interviewing, library research, developing a questionnaire, coding and analyzing data, writing one chapter of the report and co-writing other sections.

February 1982 to  
February 1983

**BOYS' AND GIRLS' CLUBS OF SASKATOON**

Saskatoon, Saskatchewan

*Clubhouse Director*

Duties included planning and implementing recreational programs for children ages 8 - 14 in two clubhouse locations. Revised and wrote new sections for Volunteer Manual and Clubhouse Manual. Trained and supervised eight volunteers.

Summer 1981

**MCMMASTER UNIVERSITY SPORT-FITNESS SCHOOL**

Hamilton, Ontario

*Basketball Instructor*

Teaching basketball fundamentals and fitness activities to children ages 6 to 14. Worked closely with co-instructors to standardize teaching methods and to evaluate students' needs and progress.

Summer 1980

**MCMMASTER UNIVERSITY SPORT-FITNESS SCHOOL**

Hamilton, Ontario

*Basketball Instructor*

Details as above.

## EXTRACURRICULAR ACTIVITIES, MCMASTER UNIVERSITY

May 1979 to  
May 1981

### **WOMEN'S INTERCOLLEGIATE ATHLETIC COMMITTEE**

Elected to committee in 1979 by female student body. Re-elected in 1980 and elected by the committee to serve as chairperson. Organized and implemented fund-raising events, established team awards for women's athletic teams, and organized annual athletic banquet.

1977 - 1980  
1977 - 1979  
1981

### **VARSIITY ATHLETICS**

Member of women's basketball team  
Member of women's track and field team  
Member of women's field hockey team

1981

Received Edna Guest Award for outstanding contribution to women's athletics at McMaster University.

## VOLUNTEER EXPERIENCE

February 1984 to  
February 1985

### **EDMONTON BICYCLE AND TOURING CLUB**

*Newsletter Coordinator*

Responsible for all facets of producing the club's bimonthly newsletter; writing articles, coordinating and editing submitted work, design of newsletter, typing and mailing.

November 1984 to  
October 1985

### **ALBERTA WOMEN'S NEWSMAGAZINE**

*Member of magazine collective*

Meeting regularly with members of the collective to decide magazine policy and content. Member of layout and design sub-committee.

August 1983 to  
September 1984

### **COMMON WOMAN BOOKS**

*Member of bookstore collective*

Participating in two monthly meetings regarding store policy and business items, planning and implementing fund-raising events. Worked two shifts/month in store. Worked closely with paid staff during period when bookstore employed five women on grant project.

March 1983 to  
August 1983

*"Friend" of the bookstore*

Working six hours/week in bookstore: salesperson, cashier, inventory, answering phone.

## COMPUTER EXPERIENCE

Experienced in using *Ready, Set, Go! 4.0* and *Microsoft Word 4.0* on Macintosh Plus and Macintosh SE computers. Also experienced using *MTS*, specifically *Textform*, *SPIRES*, and the message system. Previously worked with *Wordperfect* on IBM compatible. Some experience with *Pagemaker* and *Freehand*.