

CAITLIN GARFIAS-CHAN

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Yellowknife, NT X1A

WEBSITES, PORTFOLIOS, PROFILES

- www.linkedin.com/in/caitlin-garfias-chan-19a40b241
- <https://caitlingarfiaschan.opened.ca/>

PROFESSIONAL SUMMARY

Dedicated professional skillful in sample collection, data recording and instrument calibration. Resourceful and adaptable individual with extensive experience developing and conducting experiments to document results for studies. Comfortable handling complex issues, meeting strict deadlines and adjusting to rapidly changing conditions.

SKILLS

Patient

Organized, attention to details and goal-oriented

Willingness to learn or take on new tasks

Ability to work independently and in groups

Adaptable and Flexible

Musical Proficiency (trumpet, clarinet, piano)

Strong Communication Skills- verbal, written, non-verbal body language

WORK HISTORY

Game Assistant | VR Gaming Hub - Yellowknife, NT *05/2024 - Current*

- Assisted in virtual reality setup, clean up, and trouble shooting
- Greeted customers entering store and responded promptly to customer needs
- Assisted customers with inquiries and provided exceptional service, resulting in positive feedback from players

Communications Assistant | Connective - Abbotsford, BC *05/2024 - Current*

- Writing blog posts for Indigenous History Month
- Writing and designing content for digital platforms
- Assisted in conducting interviews

Private Music Instructor | Freelance *09/2014 - 12/2022*

- Explained music theory, aural skills and fundamental concepts to teach students to understand, analyze, perform and create music.
- Planned and prepared individual music lessons to support student needs.
- Created an encouraging, fun and focused lesson atmosphere.

Chief Electoral Officer | UFV Student Union Society 09/2021 - 03/2022

- Assisted in the Fall 2021 by-election and Winter 2022 General Election
- Arranged meetings and worked with online voting software
- Worked on promotional materials with the marketing team.

Research Assistant | UFV Communications Department Work-Study 09/2021 - 12/2021

- Collected data and screenshots from 91 BC municipality websites using Excel
- Research published by UFV Communications: Public deliberation in B.C.: An audit of municipal website gateways.
- Performed statistical, qualitative, and quantitative analysis.

EDUCATION

University of The Fraser Valley Expected in 2025
Bachelor of Arts: Communications and Media

- Term Dean's List, Winter 2024
- Study Abroad, Winter 2023 - University of Aberdeen, Scotland, UK
- Student Wellness Ambassador, UFV Peer Resource and Wellness Center, 2022-2023
- Student Tour Guide and Volunteer for UFV Day One Orientation, Fall 2022
- Campus Engagement & Social Media Coordinator, UFV Student Refugee Program, 2022

Athabasca University - Athabasca, AB Expected in 08/2024

- PSYC403: Autism Spectrum Disorder

University of the Fraser Valley Expected in 06/2024
General Studies Diploma

University of The Fraser Valley - Abbotsford, BC 04/2022
Certificate: Media Literacy

University of Alberta (remote) 09/2021
Indigenous Canada

University of The Fraser Valley - Abbotsford, BC 08/2021
Certificate: Professional Communication Essentials

CERTIFICATIONS

- Autism and Neurodiversity in the Workplace
- Supporting Autistic Mental Health in the Workplace
- Being a Mindful Employee: An Orientation to Psychological Health and Safety in the Workplace



ACTIVITIES

- Musician with the Fraser Valley Community Winds, 2016-2024
- World University Services of Canada (WUSC) 2022 International Seminar Participant
- Study Participant: Sensory Processing in Autistic Children and Adults
- Study Participant: Getting to know you: the frequency, intentionality and content of mind wandering in autistic individuals
- Study Participant: Neurodiversity-Affirming Practice Through the Lens of Lived Autistic Experience Study
- Study Participant: Sound Sensitivity Study
- Research Participant: Transitioning to a Successful Career Start: "Human Library" of the CAS-registered students' lived experiences