

CLARE BUCKLEY

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SUMMARY OF QUALIFICATIONS

- Research and analytical skills utilized in drafting recommendations on energy audits as well as drafting a paper on court interpreting in Ontario
- Effective issues identification experience acquired through attending and monitoring press conferences and media scrums
- Analysis skills developed through analyzing policy papers as an Ontario Undergraduate Student Alliance delegate
- Strong business communication and technical writing skills gained through preparation of work reports, business cases and presentations
- Ability to find effective solutions to complex issues developed through proposal to streamline committee submissions
- Project management experience as a project lead on various innovative initiatives while with the Ministry of the Attorney General's office

WORK EXPERIENCE

Ontario Real Estate Association, Government Relations

Intern, May 2016- August 2016

- Researched and presented options/recommendations to senior management on government policies that impact OREA members
- Advised senior management on compliance requirements set out by various jurisdictions on laws that impact OREA members (REALTORS®)
- Conducted policy research and analysis on affordable housing initiatives across Canada
- Drafted blog posts and press releases for the Association
- Received highest level of performance evaluation credit (Outstanding)

Ontario Undergraduate Student Alliance, Federation of Students (Waterloo)

Delegate, 2016

- Selected to represent University of Waterloo students at the fall General Assembly
- Provided policy advice on various policy papers
- Proposed effective solutions on complex issues

Liberal Caucus Service Bureau, Strategic Resource and Policy

Legislative Learner, September 2015- December 2015

- Monitored and summarized press conferences to brief Members' and Ministers' staff
- Flagged important issues to the Office of the Premier or Ministers' staff in advance of question period, scrums or press conferences, ensuring accuracy under strict deadlines
- Extensive media monitoring of traditional and social media for the Liberal Caucus
- Fact checking on a wide range of issues for Ministers and the Office of the Premier
- Critically analyzed voting histories to find patterns and inconsistencies
- Received high level of performance evaluation credit (Excellent)

Office of the Legislative Assembly of Ontario, Procedural Services

Legislative Learner, January 2015- April 2015

- Researched and proposed an electronic system which would cut Committee process times from days to minutes and reduce costs by an estimated \$20, 000 per session of Parliament
- Researched methods for posting Committee submissions in over 20 jurisdictions
- Wrote two short articles for the Assembly's next Opening Ceremonies booklet
- Assisted committee clerk, assembled committee documents and travelled across Ontario with the Finance and Economic Affairs Committee as part of the pre-budget consultations
- Wrote a report on streamlining committee submissions which won the University of Waterloo Dean of Arts Outstanding Work-Term Report Award
- Received highest level of performance evaluation credit (Outstanding)

Ministry of the Attorney General, Innovation Office

Research Assistant, April 2014- August 2014

- Project lead on two initiatives to innovate the Ministry's current processes, including a project estimated to reduce visitor process times with annual efficiency savings at \$35, 000
- Conducted and summarized jurisdictional scans on court interpreting models in over 15 different jurisdictions
- Member of the Ideas and Innovation Fund (IF...) Committee, which won a Project Excellence Award in Exceptional Project Team Category and nominated for Prix Excelsior Award in the Innovation category
- Jointly developed and designed a partnership proposal between the Ministry of the Attorney General's office and Ryerson University
- Received highest level of performance evaluation credit (Outstanding)

Kitchener Rangers Hockey Club

Game Operations Intern, September 2013- February 2014

- Coordinated live interactive promotional events for 7 000 fans to ensure a positive experience
- Selected to organize and co-ordinate special events with other game operations interns

EDUCATION

Bachelor of Arts, Honours Political Science, Arts and Business

University of Waterloo, Waterloo, Ontario, September 2012-December 2016

GPA: 3.7

Dean's Honours List