



Clare Buckley

Executive Profile

- 4+ years of experience within municipal and provincial governments. Experience in: policy research and development, project management, performance measurement, and strategic planning.
- Skilled communicator with experience in drafting briefing notes, research briefs, key messages, press releases, and presentation decks.
- Ability to work effectively and professionally across cross-cultural contexts with elected officials, external organizations, stakeholders, and all levels within an organization with tact and discretion.
- Self-motivated, energetic, and able to work independently and as part of a team.
- Currently finishing master's degree with an expected graduation date this summer.

Experience

Research Assistant, University of Alberta (1 Year, 6 Months) January 2019 – current

Conducted and synthesized literature reviews on complex policy issues. Effective communicator demonstrated through the preparation of research briefs and presentations. Presented to Alberta MLA's on government panel on data collection and trends. Conducted primary and secondary research and analysis on focus group data and provincial survey data. Trained in both quantitative and qualitative data analysis.

Planning and Analytics Intern, Ministry of Seniors and Housing June 2019 – November 2019
Government of Alberta (6 Months)

Intern in the Ministry of Seniors and Housing as part of IPAC's Public Sector Graduate Internship Program. Research and prepared written analysis in the form of briefing notes for the Minister. Demonstrated critical thinking skills when providing strategic advice and feedback into reports for consideration by the Associate Deputy Minister. Worked with confidential files within the Ministry, aligning advice with the priorities of the government.

Business Strategy Intern, Sturgeon County (6 Months) January 2019 – June 2019

Intern with the Business Strategy department as part of IPAC's Public Sector Graduate Internship Program. Served as the lead on a project to improve the county's policies and procedures framework and presented recommendations to senior management. Responsible for process improvement and performance measures research and development. Conducted gap analyses and researched numerous legislative and key strategic council priorities.

Senior Research Analyst, Strategic Research and Policy October 2017 – June 2018
Research Analyst, Strategic Research and Policy March 2017 – October 2017
Legislative Assembly of Ontario (1 Year, 4 Months)

Provided strategic communications and public relations advice to Ministry and Premier's Office staff. Prepared Ministers' press conference products including media advisories, remarks, and press releases. Tasked with handling some of the most confidential files within government due to high level of trust developed and strength of political acumen. Worked independently to complete research projects on oppositions MPPs' legislation. Demonstrated excellent communication skills by writing local and regional press releases. Promoted to senior research analyst within 8 months of starting on team.

Government Relations Intern, Ontario Real Estate Association (5 Months) April 2016 – August 2016

Drafted numerous blog posts and press releases on the Association's webpage. Researched and presented recommendations to senior management on government policies. Worked independently while conducting research and preparing written analyses on affordable housing initiatives across Canada. Received highest level of performance evaluation credit (Outstanding).

Legislative Learner, Legislative Assembly of Ontario (4 Months) September 2015 – December 2015

Monitored and summarized press conferences to brief Members' and Ministers' staff. Effectively used judgement to determine significance and flagged issues to the Premier's Office before Question Period, ensuring accuracy under strict deadlines. Received high level of performance evaluation credit (Excellent).

Legislative Learner, Legislative Assembly of Ontario (4 Months) January 2015 – April 2015

Assisted committee clerk, assembled committee documents, and travelled across Ontario with MPPs from the Finance and Economic Affairs Committee as part of the pre-budget consultations. Used creative problem-solving skills to research and propose an electronic system which would cut committee process times from days to minutes, reducing costs by an estimated \$20 000 per session. Wrote an innovative 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).



Research Assistant, Ministry of the Attorney General (5 Months)

April 2014 – August 2014

Developed project management skills as the project lead on two initiatives to innovate the ministry's current processes, including a project estimated to reduce visitor process times with an annual efficiency savings at \$35 000. Independently conducted jurisdictional scans on court interpreting models in over 15 different jurisdictions. Received highest level of performance evaluation credit (Outstanding).

Education

Master of Arts, Political Science, University of Alberta

2018 – current

- Social Science and Humanities Research Council - Joseph-Armand Bombardier Canada Graduate Scholarship – Master's (SSHRC)
- Walter H Johns Graduate Fellowship
- J Gordin Kaplan Graduate Student Award
- J Peter Meekison Graduate Scholarship in Political Science
- Queen Elizabeth II Graduate Scholarship – Master's level
- Teaching assistant, Canadian Government course (Fall 2018)

Bachelor of Arts, Honours Political Science, Arts and Business,
Co-op program, University of Waterloo

2012 – 2016

- Dean's Honours List, with distinction
- Delegate, Ontario Undergraduate Student Alliance (OUSA), Fall 2016

Volunteerism

- Alzheimer's Society of Alberta and Northwest Territories (2019 – current)
- Edmonton Girls Hockey Association (2019 – current)
- VP Social, Political Science Graduate Student Association (2019 – current)
- Volunteer, Annual Hurtig Lecture on the Future of Canada (2018, 2019)
- Kitchener Minor Hockey Association (2016 – 2017)
- Stouffville Markham Girls Hockey Association (2015)