

# Katrina L. Tinman-Dubois

Residence: Lot 1 Panchuk Place, Gardenton MB R0A 0M0 / Mailing: PO Box 96, Vita MB R0A 2K0 \* (204) 869-8501 \* ktinman92@gmail.com

## CAREER OBJECTIVE

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Certified Peer Supporter with four years of experience in a clinical setting. Possess impeccable written and verbal communication skills, as well as excellent interpersonal skills.

## CORE COMPETENCIES

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| • Customer Service & Management         | • Self-motivated             |
| • Successful Performance Under Pressure | • Team Player                |
| • Proficient in Microsoft Office        | • Confidential               |
| • Reliable & Productive                 | • Detailed & Organized       |
| • Keen learner with adaptive capability | • Proficient in Zoom & Teams |

## PROFESSIONAL EXPERIENCE

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### PEER CONNECTIONS MANITOBA, Winnipeg, MB Canada

*Peer Supporter, March 2020 – January 2024*

- Developing member of the initial peer support team at the Mental Health Crisis Response Center

### SCHIZOPHRENIA SOCIETY OF CANADA, Steinbach, MB Canada

*Administrative Assistant, December 2015 – January 2020*

- Assisted in the administration of a national scholarship program in 2016
- Administered the tax receipt process for donations received

### MANITOBA SCHIZOPHRENIA SOCIETY, Winnipeg, MB Canada

*Special Events Administrator, January 2015 – March 2020*

- Administered three fundraising events & increased funding levels
- Offered informal peer support as needed
- Wrote press releases & completed media interviews
- Organized and managed volunteer coordination for fundraising events
- Liaised with the Administrative Assistant on the tax receipt process for event donations

### FREIGHTLINER MANITOBA, Winnipeg, MB Canada

*Warranty Administrator, December 2011 – December 2012*

- Processed warranty claims in a timely manner

### REHAB SYSTEMS, LLC, Fargo, ND USA

*Sales & Marketing Director, May 1999 – January 2009*

- Conceptualized letterhead and marketing materials and succeeded in increased brand awareness, recognition
  - Increased sales levels from \$100,000 net to \$500,000 net per annum
  - Navigated the dealer to manufacturer relationships with mutually beneficial results
  - Developed and compiled customer satisfaction surveys to track product and company image
  - Supervised Administrative Assistant
  - Worked in conjunction with Fabrication Manager to keep small lead time and work fabrication schedule
- Administrative Assistant, January 1999 – May 1999*
- Completed accounts payable, accounts receivable, & purchasing processes
  - Responded to and directed inbound communications

## **VOLUNTEER EXPERIENCE**

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### **PEER CONNECTIONS MANITOBA & UNIVERSITY OF MANITOBA, Winnipeg, MB Canada**

*Patient and Caregiver Advisory Committee, March 2024 – present*

### **SCHIZOPHRENIA SOCIETY OF CANADA, Steinbach, MB Canada**

*Your Recovery Journey Advisory Committee, January 2024 – present*

### **SARA RIEL, INC., Winnipeg, MB Canada**

*Volunteer, June 2014 – January 2015*

### **MANITOBA SCHIZOPHRENIA SOCIETY, Winnipeg, MB Canada**

*Volunteer, April 2014 – January 2015*

### **TOWNE SQUIRE WEST CONDO ASSOCIATION, West Fargo, ND USA**

*Member, May 1999 – January 2009*

### **CHILDREN'S MUSEUM AT YUNKER FARM, Fargo, ND USA**

*Volunteer, 2008*

### **GENTLE WAYS JUDO SELF DEFENCE FOR YOUNG GIRLS, Fargo, ND USA**

*Assistant Instructor, 1998*

## **EDUCATION**

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### **PEER SUPPORT CANADA, Toronto, ON**

*Certified Peer Supporter, December 2021*

### **ONTARIO PEER DEVELOPMENT INITIATIVE, Toronto, ON**

*Level 2 Peer Support Worker, December 2019*

### **NORTH DAKOTA STATE UNIVERSITY, Fargo, ND**

*Bachelor of Science in Humanities, Arts & Social Sciences: Journalism & Political Science, May 1998*

- GPA: 2.92

## **ADDITIONAL TRAINING**

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- Generations in the Workplace, Manitoba Tourism Council – April 2024
- First Aid CPR Level C AED, Victory Training Center – April 2024
- Mental Health First Aid, Canadian Mental Health Association – April 2024
- Stress Management, Manitoba Tourism Council – April 2024
- Thought Patterns, Academy of Learning – April 2024
- Team Building & Conflict Resolution, Academy of Learning – April 2024
- Workplace Sensitivity Training, Wapitchiap Consulting – April 2024
- Certified in Applied Suicide Intervention Skills Training – November 2017
- Brands Formation Branding Seminar – June 2008
- Tom Peters Seminar on the Market Economy – May 1998
- Taz Tally Graphic Design Seminar – July 1997

## **REFERENCES**

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- Available upon request