

Contact

escvdotca@gmail.com

www.linkedin.com/in/escv
(LinkedIn)

Top Skills

Leadership

Public Relations

Social Media

Ellen Stevens

Consultant
Thunder Bay

Summary

Ellen has developed a broad portfolio in research ethics and policy, corporate law, HR, management, promotions & marketing, reporting, web administration and social media.

Experience

Self-employed

Independent Contractor

November 2019 - Present (1 year)

- A wide range of consulting services as well as content creation and review.

Research Ethics Board

Internal Auditor

July 2018 - July 2019 (1 year 1 month)

- Perform an operational readiness review in preparation for the REB's participation in the Clinical Trials Ontario REB Qualification Program.

Corporate Law

Legal Assistant

June 2017 - June 2018 (1 year 1 month)

Thunder Bay

- Managed complex legal files in the areas of corporate and commercial affairs, municipal assessment and general litigation.
- Prepared corporate legal documents pertaining to Ontario private corporations.

The Argus Newspaper

4 years 9 months

Business Manager

May 2016 - May 2017 (1 year 1 month)

Thunder Bay

- Maintained expense and income accounts and reported on the financial position of The Argus.

- Coordinated the sale of advertising to businesses throughout Thunder Bay.
- Assisted in developing the long-term vision (budget input and strategy) of The Argus.

Social Media and Analytics Manager

May 2015 - May 2017 (2 years 1 month)

Thunder Bay

- Developed creative strategies to extend the reach of the newspaper through online communication and social media campaigns.

Editor-in-Chief

May 2013 - May 2015 (2 years 1 month)

- Maintained the overall functions of the business including finance, publication, staffing, and content.

Staff Writer

September 2012 - September 2013 (1 year 1 month)

Walmart Canada

Backup Personnel Manager

August 2014 - March 2015 (8 months)

- Supported employee scheduling, payroll processing, recruitment and retention strategies, and assisted with clerical and administrative tasks.

Education

Lakehead University

Honours Bachelor, Psychology · (2012 - 2017)

Seneca College of Applied Arts and Technology

Diploma, Creative Advertising · (2007 - 2010)