

JUSTIN LETOURNEAU

905-394-2088 • justletourneau@gmail.com • justinletourneau.ca

EDUCATION

NIAGARA COLLEGE

Graduate Certificate, Public Relations
Welland, 2012

BROCK UNIVERSITY

M.A., International Relations
St. Catharines, 2010

BROCK UNIVERSITY

B.A., Political Science and History
St. Catharines, 2009
Graduated with First-Class Standing

NIAGARA COLLEGE

Certificate, General Arts and Science
Welland, 2005

SKILLS

PROFESSIONAL

- Writing
- Multitasking/time management
- Advanced research
- Media releases
- Public speaking/presentations
- Event planning
- Editing for print and web

TECHNICAL

- Social media platforms
- Adobe Creative Suite
- Microsoft Office Applications
- CMS
- XHTML/CSS

WORK EXPERIENCE

SUPERVISOR OF VISITOR ACTIVITIES & COLLECTIONS

Old Fort Erie April 2015 - Present

- Develop interpretive materials to promote visitor activities and educational programming
- Implement staff schedules within a budget
- Train and supervise staff in daily operations and safe handling of historic weapons as a Historic Weapons Supervisor
- Act as primary contact for off-site groups such as VIPs, re-enactors and film crews
- Catalogue new artifacts and ensure preventative care and handling of artifacts

HISTORICAL INTERPRETER/ARTILLERY SAFETY OFFICER/EVENTS CO-ORDINATOR

Old Fort Erie May 2008 - Nov. 2014

- Provided in-depth guided tours of the fort
- Supervised staff members and operated the fort's daily programming
- Ensured the safety of all artillery pieces
- Organized and led demonstrations
- Trained new staff members
- Planned and co-ordinated on-and-off site events
- Wrote reports and flyers on the history of the site
- Designed and constructed museum displays

RESEARCH & COMMUNICATIONS ASSISTANT (Part-time Position)

Niagara 1812 Legacy Council April 2012 - Feb. 2015

- Managed the Legacy Council's social media presence (Facebook, Twitter, Pinterest, etc.) and website
- Wrote creative content and monitored the Legacy Council blog (discover1812.blogspot.com)
- Performed in-depth research for projects
- Created and disseminated newsletters for the volunteer database, and directed volunteers to proper contacts for events
- Co-ordinated and helped plan events for the War of 1812 bicentennial
- Monitored local media for stories pertaining to the Legacy Council

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AWARDS

- Certificate of Appreciation, Niagara Parks Commission (2014)
- President's Honour Roll, Niagara College (2012)
- Graduate Certificate Program Bursary, Niagara College (2011)
- Dean's Honours List, Brock University (2007, 2008, 2009)
- Scholarship Award, Niagara German-Canadian Club (2004)
- Personal Development Award, St. Paul High School (2003)

TRAINING

- Historic Weapons Supervisors Course (2014)
- CPR, Defibrillator and First Aid (2014)
- Violence in the Workplace (2010)
- Accessibility (2009)
- Customer Service (2007)
- Smart Serve (2006)

TEACHING ASSISTANT

Brock University Sept. 2009 - April 2012

- Created lesson plans for seminars with up to 20 students
- Engaged students in their studies by facilitating discussions on relevant topics
- Assigned grades for seminars, essays and exams
- Responded to student requests and assignment clarification
- Met strict department deadlines for assigning grades

COUNTER HELP/CASHIER

Riverview Market Eatery July 2000 - May 2008

- Served customers and provided tourist information
- Prepared food and beverage orders
- Trained and supervised new staff members
- Handled cash transactions
- General cleaning each day

VOLUNTEER EXPERIENCE

DIRECTOR/VICE-PRESIDENT

Niagara German-Canadian Club Feb. 2008 - Feb. 2015

- Promoted club activities through advertising and public relations
- Organized and managed multiple special events
- Managed the club's website and social media presence
- Created and distributed newsletters to over 200 members
- Maintained minutes and documents for the board of directors

POLITICAL SCIENCE INTERN

Niagara Falls Mayor's Office Sept. 2004 - Jan. 2005

- Assisted in the daily operation of office responsibilities
- Demonstrated integrity with confidential material
- Assisted in creating public letters and speeches for the mayor
- Monitored local news sources for stories regarding the mayor's office