

Leslie Hutchinson

2-175 Fourth Ave., Ottawa ON, K1S 3Q7
613.555.2451 | lhutch@hotmail.com

SUMMARY

- Accomplished teaching, training, and administrative professional with over 8 years of varied experience various industries (several of them involving national or international travel & responsibilities)
- Proven ability to multi-task and quickly master new technologies and processes, having been responsible for overseeing 800+ annual competitions, 40-50 committee members, and as many as 70 students on a weekly basis as part of various roles
- Seasoned world traveller, having visited England, Ireland, Scotland, France, Italy, Germany, the Netherlands, Greece, Egypt, Korea, China, Hong Kong, Singapore, and USA in the past decade

EDUCATION

B.A. (Hon.) in International Studies & History (double major), York University

French (Intermediate II), International Languages Institute

TESOL/TEFL (Teaching English as a Second/International Language), Oxford Seminars

EMPLOYMENT

Program Manager *2008-current*
Equestrian Federation of Canada, Ottawa, ON

- Oversee each of the 800+ annual EFOC sanctioned competitions, validate results, enforce eligibility requirements, and provide customer service to over 300 participants, organizers, and officials
- Work in partnership with 5 committees (8-10 members on each) to create, implement, and monitor programs, develop new officials, and oversee existing officials to ensure they receive and maintain the required training
- Review and develop EFOC General Regulations as part of the National Rules Committee

English as a Second Language Teacher *2007-2008*
Reading Town, Namyangju, Korea

- Planned lessons, developed syllabi, and instructed 37 classes every week attended by a total of approximately 70 students ranging in age from 5-15 years
- Created, administered, and graded 200+ tests over the course of the school year
- Interviewed and trained new staff as required

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Research Assistant & Project Support 2006-2007
Advantage Equestrian Marketing, Newmarket, ON

- Provided research and project support for two projects with a significant scope:
 - International equine identification standards – translation of European standards documents, research on North American pedigree registry standards, development of synchronized documents for presentation to international stakeholders groups (WHIRDEC – World Horse Identification Registration & Data Exchange Committee)
 - Ontario Quarter Horse Racing Industry Development Project – responsible for coordination, attendance, and transcription for industry focus groups and public forums, to record industry feedback on program development

Administrative Assistant 2005-2006
Cameron Insurance Services, Aurora, ON

- Provided office and administrative support for an equine-specialty insurance brokerage, including customer support, correspondence, direct mailings, and database & file management

Competitions Coordinator & Customer Service 2002-2005
Provincial Equestrian Federation, Richmond Hill, ON

- Administered all Ontario sanctioned competitions, including distribution of competition packages, administration of applications, ensuring compliance with applicable rule requirements, liaising with national governing body, maintaining updated lists of competition for website and newsletter, and preparing year end reports
- Represented the Federation at various shows and industry trade fairs, including the Royal Winter Fair, CNE, Collingwood Horse Show, and the Orangeville Fair

Riding Instructor 1996-2006
Applewood Farms, Aurora, ON

- Provided riding instruction to 300+ riders ranging in age from 6 to 60+ years

VOLUNTEER EXPERIENCE

District Commissioner, King Pony Club 2004-2006
Quiz Chair (Central Ontario Region), Canadian Pony Club 2006
Assistant Competition Chair (Central Ontario Region), Canadian Pony Club 2006