

## Value Proposition

With over 25 years of executive-level experience, Jody is a trusted partner to senior leaders and Boards navigating organizational change, transition, and high-stakes challenges. She provides right-hand support at the highest levels, known for her sound judgment, discretion, and ability to lead through complexity with confidence and calm. Jody has managed cross-functional teams and sensitive initiatives in sectors including technology, oil and gas, agriculture, higher education, and the not-for-profit space. She consistently balances multiple priorities, maintains strict confidentiality, and communicates with poise across all levels of an organization.

## Selected Achievements

- Delivered trusted support to senior leaders through periods of transition and organizational change. Managed corporate and government stakeholder engagement activities and identified opportunities to strengthen the organization's presence and impact in the community.
- Successfully recruited, coached, supervised and provided strategic direction to staff, contractors, vendors, and volunteers. Gained the trust of executive leaders quickly, consistently anticipating needs and managing multiple confidential issues with discretion.
- Planned, developed and executed communication materials including speeches, briefing notes, internal updates and event strategies. Managed logistics for high-profile meetings and events ranging from 20 to 300+ attendees, while maintaining professionalism and adaptability in fast-paced, shifting environments.
- Served as recording secretary for Board and committee meetings, drawing on governance knowledge to draft agendas and minutes, coordinate materials, track director payments, submit expense claims, and organize Board dinners, meetings, and strategic planning sessions.
- Provided executive-level administrative support across sectors including technology, oil and gas, agriculture, post-secondary, and not-for-profit. Acted as the first point of contact with major donors, government officials, and community leaders.

## Experience

- VistaVu Solutions: Executive Partner
- Axia NetMedia: Executive Assistant to the CEO and Administrative
- Pembina Pipeline Corporation: Executive Assistant to the CEO
- Western Crop Innovations: Executive Assistant and Corporate Secretary
- Theatre Calgary: Development Associate, Memberships
- 4-H Alberta: Administrative Manager
- University of Calgary: Advanced through academic, research, fundraising and finally the Chancellor and Senate office, providing senior level advisory support services to Chancellor's Jim Dinning and Joanne Cuthbertson, and Senate.

## Qualifications

- Highly skilled in Microsoft Office, SharePoint, various time/record keeping and financial programs.

