

Geetha Subramaniyam

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Relevant Skills

Computers/Media:

- Proficient in MS Office (Word, Excel, Outlook, Access and Powerpoint)
- Experienced with Adobe Creative Suite 3, including Photoshop, InDesign and Illustrator
- Web-page design, HTML, CSS
- Photography

Language and Communication:

- Fluent (spoken and written) in English and Tamil
- Conversational Spanish
- Efficient, appropriate and culturally sensitive
- Writing and presentation skills honed in seminars, independent studies, lab work and journalism courses

Work ethic:

- Polite, patient, prompt
- Very adaptable to changing, fast-paced work environments; fast learner
- Familiar with academic, research laboratory and healthcare settings
- Detail-oriented
- Conscientious and organized

Positions Held

Health Policies Researcher

Alberta Research Council

Vegreville, Alberta

February 2008 – February 2009

- Data management and administrative duties - managing databases, creating custom forms and labels using MS Access, Word and Excel
- Managed record-keeping, documentation and procedures in compliance with various industry regulations
- Trouble-shooting / technical assistance with computer-related problems
- Developed unique methods for neurobehavioural testing and analysing data; trained personnel
- Performed literature searches and wrote Standard Operating Procedures and reports

Research Assistant

Canadian Centre for Behavioural Neuroscience

Lethbridge, Alberta

2003 – 2006

- Performed research and extensive technical work in histology, microscopy, immunohistochemistry and behaviour
- Involved in experimental design and data analysis
- Trained students/staff in laboratory procedures

English Tutor

Lethbridge, Alberta

February 2007 – February 2008

- Tutored foreign students (aged 8-14) in English
- Provided clarification of scientific papers and aided with language-related issues for an adult non-native English speaker in a research laboratory setting

Road Crew and Assistant to the Manager

Play It Loud Music

British Columbia

August 2007

- Worked with international bands on tour in British Columbia and Alberta
- Responsible for providing all necessary transportation of band members and equipment, arranging accommodation, handling merchandise sales and assisting the manager with paperwork.

Administrative Assistant

*East Spring Primary School,
Singapore*

May 2002 - Aug 2002

- Developed and organized a database for new student registration using MS Access
- Data entry, administrative and reception duties including e-mail, written and telephone correspondence, using spreadsheets, visitor assistance and filing
- Directed calls to various departments using multi-line phone system

Education

Bachelor of Science – Neuroscience

University of Lethbridge

2000 – 2004

- Completed courses requiring extensive research and writing, independent studies, as well as new media and music and cultural anthropology courses.

Additional Studies & Experience

Communication Arts - Print Journalism (Fast Track Program)

Lethbridge College

Alberta

2007

- Courses include interviewing, reporting, writing for media, media law, editing, photography, campus magazine and newspaper design

Bachelor of Science Biological Sciences Program

University of Lethbridge

2004 - 2006

- Completed three semesters in the Co-operative Education program in a research facility

Registered Nurse Diploma Program

Nanyang Polytechnic

Singapore

1998 – 1999

- Completed practicums in geriatrics and orthopaedics, and in an outpatient clinic – administrative duties included patient registration and record-keeping