

MACKITA ALLISON (she/her) - 5195740508 - mackita@axisfamilymediation.com, [MackitaLinkedin](#)

PROFESSIONAL SUMMARY

I will bring passion, eagerness to learn and over ten years of experience in social services and community work. Guided by a trauma, anti-oppressive & anti-racism lens.

SKILLS

- Intrinsic empathy skills (useful to observe underlying feelings, tension, and implications).
- Capacity to stay neutral (de-escalation mindset).
- Competence in judgement and assessment of interpersonal and intragroup conflicts.
- Strong interpersonal and communication skills.
- Demonstrated tact and diplomacy in providing individual or group facilitation to teach social justice issues, emotional management, and technology-based skills.
- Strong computer skills with Microsoft Office, Mailchimp, Squarespace, Salesforce, and Adobe.

PROFESSIONAL RELATED EXPERIENCE

Information and Referral Coordinator – Axis Mediation – September 2022 – Present

- Professional and Information and Referral Coordinator providing clients with general and relevant information pertaining to family law (child and parenting issues, divorce, and separation)
- Presents Mandatory Information Program to the public
- Educates clients about mediation and alternative dispute resolutions

International Physicians for the Prevention of Nuclear War Canada (IPPNWC) - Remote Educational Coordinator 7/22 – 9/22:

- Backing the execution of a Nuclear Education and internship program while applying a civil rights and multifaceted focal point to all viewpoints.
- Oversee the project development of 6 interns and give day-to-day mentorship.
- Recognize and foster associations with and between key partners for the program.

Administrative Assistant– 06/21 – 08/21:

- Support Executive Director inclusive to other employees through office organization and program development
- Complete research for education and advocacy purposes
- Conduct outreach with civil society organizations and community members
- Participate in networking events.
- Support the growth of IPPNWC's social media account (Instagram), update website and creation of monthly newsletters.

The Ripple Effect Education (TREE) – Waterloo - Contract – 09/2021 – 04/2022

Facilitator: Strategically delivered over 50 socially conscious conflict resolution workshops to children ages eight to thirteen in person and online. Creation of marketable peace-based content for TREE social media and blog sites.

Program Assistant: Evaluate and compile student surveys into succinct reports while analyzing qualitative and quantitative data. Completion of over 50 certificates for custom programming. Manage TREE's workshop materials and prepare for every facilitator's weekly classes.

Cntd.

Clinic Support – Grand River Hospital (GRH) Cambridge - Contract – **11/2021 – 03/2022**

- Frontline administration assistant: processed and collected over 1000 patients data for Electronic Health Records Ontario with extreme confidentiality and accuracy.
- Work in a team of over 100 staff members, adhere to GRH clinic protocols and COVID 19 immunization eligibility daily and coherently relay this info back to communities of all ages and cultures.

Community Outreach Intern – KAIROS – Toronto – Contract – **09/17- 12/17**

- Co-facilitated multiple KAIROS Blanket Exercise's (KBE) workshops in the Toronto community (KBE: an informative historical walk-through of Canada's colonial past with an emphasis on reconciliation, cultural diversity, and anti-colonization).
- Public outreach and creation of KAIROS social media
- Orchestrated a six-week public decolonization workshop with support from supervisor and SCM. Successfully incorporated themes of identity, politics, and religion.
- Designed workshop advertisements and ensured appropriate marketing
- Composed concise meeting notes, maintain organization of related office documents

City of Cambridge Lead Concession Attendant Seasonal – November 2017 - March 2022

- Monitor safe admittance of over 200 customers entering the facility per day (ensuring COVID-19 assessment forms were completed, and customers adhere to Public Health pandemic protocols).
- Used conflict resolution strategies to resolve and advise customer service issues within the facility.
- Executed concession opening (for hockey games/practices/tournaments) and closing operations, including cash handling, care of equipment, and restock and assisted in staff training.
- Ensure a safe, inclusive environment for staff and customers.

COMMUNITY VOLUNTEER INVOLVEMENT

RAISE – June 2020 – March 2021 – Student Mentor

KAIROS – November 2016 – January 2018 – Blanket Exercise Co-Facilitator

Not Just Tourists – February 2016 – November 2016 – Packer

ADDITIONAL EMPLOYMENT EXPERIENCE

- **Mad Science** – Instructor – 01/17 – 05/17
- **Zehrs-Loblaws** – Bakery clerk – 02/17 – 05/18
- **Harbourfront Centre** – Groundskeeper – 05/16 – 08/16

EDUCATION

- **Peace and Conflict Major and Spanish Studies Minor**, Bachelor of Arts, 11/2017 – 05/2021
- Thesis: *Peace Technology*. Member of Accessible Learning (Note transcriber), RAISE – Equity service (Peer Mentor), Spanish Latin American Club (LASA).
- **Peace and Conflict Diploma**, Sault College – Toronto Campus – **01/2016 – 04/ 2017**

CERTIFICATES

- Safe Talk Certificate and Suicide Alternates for Everyone 2016
- High Five-Principles of Healthy Child Development (11/2016)