

EMMA COURTEMANCHE

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EXPERIENCE

SEPTEMBER 2025 – PRESENT

TEACHING ASSISTANT, DEPARTMENT OF SOCIOLOGY, QUEEN'S UNIVERSITY

As a teaching assistant in the Department of Sociology at Queen's University, I support my assigned professor and act as a mentor to students. My responsibilities include grading assignments, hosting two tutorial sessions a week, and providing guidance to students through private meetings. The tutorial sessions consist of a structured lesson, developed by myself, on the reading material from the course, and addressing any questions from students. This position has provided me with valuable skills, such as time management of my own coursework and teaching assistant tasks, leadership skills through teaching, creativity for delivering assigned reading content, and mentorship through student inquiries.

APRIL 2025 – AUGUST 2025

LEAD, RETAIL AND SALES REPRESENTATIVE, FORT HENRY NATIONAL HISTORICAL SITE – THE ST. LAWRENCE PARKS COMMISSION

As a lead representative in the Retail and Admissions Department (RAD) of Fort Henry, I assumed various responsibilities. These included the supervision of the RAD students while they operated the stores and admissions of Fort Henry, counting and reviewing the revenue created through retail and admissions sales, and overall oversight of all retail and admissions stock, sales, and customer service-related encounters. Valuable skills I learned through this position include swift problem-solving, teamwork and collaboration, customer service, and organizational management of Fort Henry's retail and admissions on-site finances.

MAY 2024 – SEPTEMBER 2024

MARKETING ASSISTANT, TOWN OF ARNPRIOR

As a marketing assistant for the Town of Arnprior, I was responsible for facilitating the Town of Arnprior's Sunday Market every Sunday throughout the summer. This included event setup and takedown, outreach with vendors and the public, and coordination of the market before the market day. Additionally, I managed a small team to assist with market responsibilities. This position allowed me to build on my customer service skills, communication efficiency, marketing knowledge, and leadership.

JANUARY 2023 – SEPTEMBER 2023

**ORIENTATION EXECUTIVE, QUEEN'S ARTS AND SCIENCE
UNDERGRADUATE SOCIETY**

As an orientation executive for the Arts and Science Undergraduate Society, I gained experience and skills that are valuable for future career endeavours. Preparing, managing, and facilitating orientation events for over 2500 incoming students allowed me to develop my time management, collaboration, leadership, and confidence. I also improved my ability to include accessibility, equity, and diversity in the goals and values of the orientation events.

MAY 2023 – AUGUST 2023

**SPECIAL EVENTS ASSISTANT, FORT HENRY HISTORICAL SITE – THE
ST. LAWRENCE PARKS COMMISSION**

As a special events assistant for Fort Henry Historical Site, I assisted my supervisor in various tasks to curate and prepare Fort Henry's special events. Responsibilities included offering event ideas from a young person's perspective, measuring survey data, creating different types of signage design, outreach to clients and volunteer management. Additionally, I gained valuable insight into event management through collaboration and organization. I was recently recognized for my work and high degree of customer service in this role with the retrieval of the Fort Henry Guard Support award.

JUNE 2022 – AUGUST 2022

**ASSISTANT CAMP DIRECTOR, YMCA/YWCA OF THE NATIONAL
CAPITAL REGION**

The Assistant Director is the primary manager of the campsite. I was responsible for several responsibilities, including providing attendance lists, permission forms, the use of incident reports, supplies for activities and the primary communication between camp coordinators and parents of campers.

MAY 2022 – JUNE 2022

ASSISTANT EVENT COORDINATOR, UNIVERSITY OF OTTAWA,
KANATA NORTH CAMPUS

As an assistant event coordinator, I was responsible for the setup and take-down of events hosted at the uOttawa Kanata North campus. As well, I assisted my supervisor in attendance lists, tech support and coordination of guests and services at such events. During this position, I also completed an article regarding information about the uOttawa Kanata North site and its neighbouring employers.

JUNE 2020 – AUGUST 2022

OFFICE ASSOCIATE, PORT OF CALL MARINA

As an office associate at Port of Call my responsibilities included customer service, the booking of boat rentals, the organization of marina members' files and the pricing and inquiries of maintenance and purchases.

JUNE 2019 – AUGUST 2020

ASSISTANT COACH, MIXED MARTIAL ARTS AND FITNESS ACADEMY

As an assistant coach, I was responsible for the supervision and assistance in training children from the ages 4 – 12 in the martial art of Muay Thai. Training included practicing basic martial arts skills and discipline.

EDUCATION

SEPTEMBER 2025 – PRESENT

MASTER OF ARTS (MA) – SOCIOLOGY, QUEEN'S UNIVERSITY

I am a successful candidate of Queen's University's School of Graduate Studies and Post-Doctoral Affairs. From September 2025 - September 2027, my research will focus on artificial intelligence technology and other forms of law enforcement technology purchased by police and their potential impacts on police methods and practices of surveillance.

SEPTEMBER 2023 – AUGUST 2025

CERTIFICATE – LAW, QUEEN'S UNIVERSITY

The Certificate in Law Program at Queen's University entails the additional learning of various practices of law, including corporate law, Aboriginal law, employment law, constitutional law, etc. The courses provided by the Faculty of Law encourage collaboration with fellow students in legal simulations and critical thinking when analyzing current legislation and past cases.

SEPTEMBER 2025 – DECEMBER 2025

INTERNATIONAL EXCHANGE PROGRAM – SOCIOLOGY, UNIVERSITY OF WARWICK - COVENTRY, ENGLAND

I attended the University of Warwick for a fall international exchange. I had an amazing time and met so many incredible people. Learning an academic perspective from the United Kingdom has allowed for me to expand on my sociological perspective.

Activities and societies: Warwick Salsa Society, Warwick Sociology Society, Warwick Singing Society

SEPTEMBER 2021 – MAY 2025

BACHELOR OF ARTS HONOURS (BAH) – SOCIOLOGY (WITH DISTINCTION), QUEEN'S UNIVERSITY

I was awarded Dean's Honour List in 2021-2022 and 2023-2024. I majored in sociology and graduated with distinction in the spring of 2025. I have participated in many extracurricular activities on campus, such as participating in a campus musical, orientation organization, and various clubs and student government.

JULY 2021

HIGH SCHOOL DIPLOMA, ARNPRIOR DISTRICT HIGH SCHOOL

I completed high school on the honours list and received the OSSTF District 28 Award upon graduation in 2021.

VOLUNTEER EXPERIENCE

JANUARY 2025 – FEBRUARY 2025

FRONT OF HOUSE MANAGER, QUEEN'S PROJECT RED STUDENT RUN CHARITY FASHION SHOW

SEPTEMBER 2023 – APRIL 2024

UPPER YEAR REPRESENTATIVE, SOCIOLOGY DEPARTMENT STUDENT COUNCIL - QUEEN'S ARTS AND SCIENCE UNDERGRADUATE SOCIETY

SEPTEMBER 2023 – APRIL 2024

MENTOR, QUEEN'S ARTS AND SCIENCE UNDERGRADUATE SOCIETY MENTORSHIP PROGRAM

SEPTEMBER 2022 – APRIL 2023

LOGISTICS COORDINATOR, QUEEN'S WOMEN IN INTERNATIONAL
SECURITY ORGANIZATION

AUGUST 2022 – SEPTEMBER 2022

ORIENTATION LEADER, QUEEN'S ARTS AND SCIENCE UNDERGRADUATE
SOCIETY

JULY 2017 – AUGUST 2017

CAMP COUNSELLOR, CAMP WANAGO

JULY 2016 – AUGUST 2016

STAFF AND CAMP VOLUNTEER, LINSELL FARMS

JULY 2015 – AUGUST 2015

STAFF AND CAMP VOLUNTEER, WEST OTTAWA SOCCER CLUB SOCCER
CAMP

CERTIFICATIONS / LICENSES

- | | |
|---|---------------------------------------|
| · Smart Serve Certification | · G Driver's License |
| · Snowmobiling License | · Boating License |
| · Infectious Control Certification | · Brazilian Jujitsu Referee Certified |
| · First Aid & CPR Level C/AED
Certificate (2025) | (Level 1) |

ACHIEVEMENTS

- ★ Achieved placement on the **Dean's Honour List** at Queen's University (2023-2024)
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- ★ Attended the **University of Warwick** in England as a social science exchange student in the fall of 2024. While in the United Kingdom, I was exposed to various diverse cultures and environments. Through academia, I learned different perspectives of history and sociology and participated in extracurricular activities on campus such as salsa dancing and the sociology society.

- ★ Awarded the **Fort Henry Guard Support Award** -which is presented to a non-interpretive staff member who provides excellence in customer service which directly enhances a customer's visit to Fort Henry.
- ★ '**Most Valuable Player**' award for Junior Soccer at West Carleton Secondary School
- ★ Achieved **level 4** in Mixed Martial Arts: Muay Thai
- ★ Achieved **Honour Roll** in Secondary School: 2019-2021
- ★ **OSSTF District 28 Award**: Secondary School Graduation 2021

REFERENCES

IAIN BELL – SUPERVISOR AND MENTOR, FORT HENRY HISTORICAL SITE
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LINDSAY WILSON – MARKETING AND ECONOMIC DEVELOPMENT
OFFICER, TOWN OF ARNPRIOR
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