

Matthew Jay

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Objective: To obtain full time employment in New Zealand under the Working Holiday Visa Scheme

Education

University of New Brunswick, Fredericton NB
January 2012-December 2014
Bachelor of Recreation & Sport Studies

Riverview High School, Riverview NB
Diploma Achieved with First Distinction

Work Experience

June 2018-Current: **Baymount Outdoor Adventures, Hopewell NB**
Tour Guide, Kayaking tour guide in Bay of Fundy. Preparing gear & equipment.
Aiding in facilitation of tours.

January 2018-Current: **Boys & Girls Club Of Riverview, Riverview NB**
Team Lead, Drop In - Management of the Drop In Program for youth ages 10-17.
Including, but not limited to, event planning, budget projections & staff evaluations

November 2017-January 2018: **Full Circle Academy, Moncton NB**
Teaching Assistant- Worked with client with down syndrome, aided in his daily routine at the academy.

January 2015- October 2017: **Camp Warwa, Darwell AB**
Operations Manager- Managed day to day operations of Camp, including but not limited to: Aiding in hiring of staff, Ordering Merchandise, Food Service Management, Creating Client Schedules, Maintaining Program & Facility Areas
Prior Position: Program Coordinator

May 2011- August 2014 **Easter Seals New Brunswick Fredericton NB**
Camp Rotary, Fredericton NB, Positions Held: Counselor in Training/Leaders in Training Director, Camp Liaison (Acting assistant director) Counselor, Program team,

Other Work Experience Includes: Retail, Hospitality and Recreation

Certifications and Training

- New Brunswick Class 4 Licence
- Standard First Aid CPR-C & AED – Exp. February 2020
Obtained Via St. John Ambulance
- Alberta Food Safe
Obtained Via Northern Alberta Institute of Technology (NAIT)
- Paddle Canada Level 1 Sea Kayaking - Exp. July 2021
Obtained Via Shaun Gibbs Paddle Canada Instructor

Past Certifications

- Association For Challenge Course Technology Level 2 Practitioner Certification – Exp. May 2018
Obtained Via Challenges Unlimited Inc. (CUI)

References: Available Upon Request