

JESSE FRANKLIN HELMER

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EDUCATION

- 2004–2005 **Master's of Public Administration, Queen's University**
- Studied economic, quantitative and policy analysis, world trade, the third sector, federalism and global politics
- 1999–2004 **Honours Co-operative Bachelor of Arts, English Literature, University of Waterloo**
- Dean's List; courses in management, mathematics, computer science, economics, psychology and history

EXPERIENCE

- 8/05–present **Executive Assistant/Business & Outreach Officer, The Canadian Merit Scholarship Foundation**
- Assisted Executive Director with fundraising, board meetings, correspondence and other tasks
 - Negotiated supply contracts, maintained two web sites and provided IT and network support
- 9/04–present **Research assistant, Dr. Robert Wolfe, Queen's University**
- Researched trade policy consultation in Canada and coalitions in WTO agriculture negotiations
 - Contributed to research papers; summarized academic articles; co-authored policy brief
- 5/02–4/04 **Technical writer and software trainer, Peartree Software**
- Trained non-technical clients; edited and drafted manuals for enterprise resource planning software
 - Researched and recommended purchase of new software used to create online help systems
- 5/03–4/04 **Director and councillor, Federation of Students, University of Waterloo**
- Initiated review of budgeting and reporting procedures
 - Worked with peers to garner support for a policy alternative opposed by the organization's executive
- 5/02–4/04 **Senator, University of Waterloo**
- Sole representative of full-time undergraduate arts students. Met with university leaders to learn their priorities and to advance student issues; established mailing lists for consultation with students
- 2/01–4/04 **Director, writer, editor, The uwstudent.org Media Corporation**
- Contributor to a highly successful online news source. Edited news stories. Worked with writers to improve their writing and interviewing skills. Assigned stories and ensured quality reporting; learned HTML, CSS, PHP.
- 6/02–4/03 **President, Imprint Publications, Waterloo**
- Elected director and officer of nonprofit. Chaired meetings of the board, members and hiring committees and evaluated full-time employees. Recruited directors and officers. Argued for a lower per-student fee.
- 1/01–9/01 **Writer and Proofreader, Imprint Publications, Waterloo**
- Wrote news, features and arts stories. Proofread for style, grammar and factual accuracy
 - Established lead proofreader position to coordinate collaborative proofreading
- 9/01–12/01 **Correspondence writer, Fisheries and Oceans Canada**
- Drafted and edited replies from the Minister to Senators, MPs and individuals
 - Obtained secret-level clearance; wrote macros in Visual Basic to automate common editing tasks
- 1/01–4/01 **Communications associate, University of Waterloo**
- Reduced costs by \$7,500 and improved effectiveness by moving newsletter for students online
 - Provided in-person, telephone and e-mail support for terminal- and web-based software
 - Wrote and edited marketing materials targeted at students and co-op employers
- 6/00–8/00 **Planning Analyst Support, Parks Canada**
- Designed PowerPoint presentations and provided IT support for senior management
 - Revised business planning guide used nationwide

SKILLS

- **Interpersonal:** Negotiation, persuasion and teamwork; communicating with experts; developing skills in others
- **Analysis:** Primary research; writing for diverse audiences; quantitative and cost-benefit analysis
- **Computers:** Adobe suite; Word, Excel and PowerPoint; Mac OS, Windows and Linux; HTML, PHP, CSS

AWARDS & PUBLICATIONS

Queen's Graduate Award; Co-op Student of the Year (Arts); Student Leadership Award, Federation of Students; Entrance Scholarship, University of Waterloo; McDonald's Employee Scholarship.

Helmer, Jesse and Robert Wolfe (2006) *Where is Canada in Global Farm Talks?* CATPRN Trade Policy Brief 2006-1. Canadian Agricultural Trade Policy Research Network. <http://www.uoguelph.ca/~catprn/PDF/TPB-06-01-wolfe.pdf>