

# City of London - Application for Appointment to a City of London Board or Commission

## Application

Please choose the Board or Commission you are interested in serving on: **Kettle Creek Conservation Authority**

## Contact Information

Name: **Carrie**

City: **London**

Province: **ON**

Postal Code: **N5Y4V7**

## Experience and Qualifications

If you have experience on a London Board or Commission, please provide dates and details. (max. 3000 characters): **Please see my resume for full details.**

What do you hope to contribute or learn as part of a Board or Commission? (max. 3000 characters):

**Time, expertise and experience.  
Please see my resume for further consideration.**

How will you support the work of a Board or Commission? (max. 3000 characters):

**Please see my resume.**

The City of London has a commitment to Diversity and Inclusion where we foster an inclusive and supportive workplace respecting the diversity, dignity and perspectives of all. What does it mean to you to have a commitment to diversity and inclusion? Give us an example of how you have and would demonstrate that commitment further in this role. (max. 3000 characters):

**The Charter of Rights and Freedom-**

**-Guarantees that we have the rights as Canadian citizens to an inclusive and supportive workplace respecting the diversity, dignity and perspectives of all.**

**The Canadian Labour Code-**

**-What does it mean to you to have a commitment to diversity and inclusion? The Canadian labour code sets out what it means to have these inalienable rights in the workplace.**

**The Human Rights Commission-**

**-If any of these rights are infringed, the Human Rights Commission is available if escalated beyond what the workplace can handle.**

**Workplace Policy and Procedure-**

**-Should be able to provide a functioning workplace to ensure diversity and inclusion are respected.**

Please describe additional experience, training, or community involvement that will help you in your role as a Board or Commission Member. (max. 3000 characters):

**Experience: please find the following appointed positions for your consideration,  
Green Party: member-current**

**LeadNow: member-board~see resume. 2020**

**North London Liberal Association**

**:Director at Large-see resume. 2020**

**ACO :member-tourism-tours. Neighbourhood Heritage/Cemetery/Underground Railroad.  
2019**

**IJC:member-Great Lakes/Lake Huron conservation. 2021**  
**Sea Shepherd London Chapter: member-Campaigns. 2020**

Attach resume or other document here, if needed:

Attach more files here, if needed:

## **Confirmations**

I declare the following: **I am at least 18 years old.; I am not a City employee or Council member.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity:  
(optional): **Social media**

If you selected 'Other', please specify:

Submitted on: **4/28/2024 6:17:08 PM**

# Carrie Thornton

London, ON N5Y4V7

Innovative and dynamic professional with demonstrated abilities in management, and coordinating. Expert level in Fundraising, Campaigns, Networking, Marketing, and Organizational development.

Willing to relocate: Anywhere

Highest Level of Education: Masters Degree

## Personal Details

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**Highest Level of Education:** Master's Degree

**Total years of experience:** 31

## Work Experience

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### **Library Associate**

LONDON PUBLIC LIBRARY Bookstore Store - London, ON

June 2023 to Present

Market, Advertise, Campaign, Fundraise, Sales, Organizational procedures of stock.

### **Owner and Operator**

Thornton Research and Consulting - London, ON

March 2014 to Present

- Research and Consulting
- Freelance

### **Coach, Instructor, Director**

Peach Blossom Sheng Zhen International - London, ON

January 2002 to Present

- Coach classes averaging 30 students in methods and approaches to enhance overall wellbeing and promote success.
- Develop curriculum based on solid research in fitness, medicine, and social science.

Selected Contribution:

- Increased Peach Blossom memberships at 35% through social media, networking, and marketing campaigns.
- Kept Sheng Zhen membership in tact at 80% range through Social Media Marketing networking and promotions.

### **Project Chair & Marketing & Events Director**

North London Liberal Association - London, ON

February 2016 to August 2020

Selected Contributions

- Increased interest, membership and donations to Federal Liberal Party and Victory fund through strategic branding and social network marketing campaigns.
- Oversaw, advised and participated in volunteer events for 2015 and 2019 Federal Elections.
- Volunteer and Events Chairperson, Director at Large leading the Liberal Party MP towards two victories.
- Project Chair for Community Relations. Special projects in the community including in-depth investigations based on constituent interests and complaints. Past Projects included network communications, housing, and community relations functions. •Increased North London Liberal Association approval by 72% and decreased constituent complaints to the MP government office to 3%.
- Cannabis Legalization
- Covid-19 mobile app

### **RN Intake**

TeleHealth - London, ON  
March 2020 to May 2020

- Short term contract for intake and reporting.
- Collaborated with the MP of North London Center to develop Covid-19 mobile App in order to improve reporting and tracking of Covid-19 Virus.
- Accomplishment eased strain on telehealth network and reporting. The bottom line was time efficiency.

### **Supervisor Collection & Delivery**

Canada Post - London, ON  
August 2018 to November 2019

- Customer Service, Depot Operations and Dispatch.
- Managed 72 depot employees across three unions. Letter Carriers, Rural Suburban Letter carriers, Inside support.

Selected Contributions

- Oversaw the implementation of Medicinal and Retail delivery of Cannabis.
- Increased customer satisfaction with the Canada Post Goods and services e-commerce brand by 30% for the site during a Canada Post strike.

### **Digital Media content Writer**

Halo Sense & Fiddlehead Forest Heaven Products - London, ON  
January 2017 to December 2018

- Designed and consulted on client discovery and strategic planning for digital marketing campaigns.
- managed social media accounts, generated content for multiple digital networks.

Selected Contributions:

- Authored five articles monthly, increasing sales of marketing product information.
- Market Research and Network connecting aligned business products for business to business advertising.

### **Assistant Manager of Residence and Marketing**

Highview Residences - London, ON  
July 2018 to August 2018

Special Projects.  
Policy and Procedure

### **Assistant Manager of Residence and Marketing**

Inspirit Highview LTC--London - Ontario, CA

July 2018 to August 2018

Managed 148 employees and implemented marketing strategies and plans for Highview/Inspirit brand.

Selected Contributions:

- Consulted with LHINN and restructured all Policies and Procedures to meet with Ministry of Health Guidelines.
- Increased client interest through network marketing strategies to bring facility to full capacity.
- Managed 72 nursing staff with Master scheduling and decreased absenteeism from 11% to % 8.5%

Accomplishments

- Procedural changes in shift declaration decreased Union grievance to 2%.

### **Assistant Manager**

Little Caesars - London, ON

January 2018 to May 2018

- Manage organizational functions at location with 15 employees to ensure prompt and efficient customer service.

Selected Contributions:

- Increased time efficiency of each shift by 1 hour.

### **Campaign Project Coordinator & Chair**

LeadNow London Chapter - London, ON

January 2013 to December 2016

- Demonstrated strong networking and communication skills collaborating with both members of parliament and volunteers to advance organizational goals. Served as national liaison among provincial chapters, conveying strategies to meet deadlines.
- Facilitated numerous activities to raise awareness, including public relations and marketing campaigns.
- Managed social networking website.

Selected Contributions:

- Chaired event planning campaigns for local chapter, organizing volunteers and resources.
- Generated multiple petitions and private support for campaigns by coordinating with 15 board volunteers and three members of parliament.
- Directed campaign support and data collection efforts of team of 15 volunteers.

### **Assistant Manager, Coordinator**

Kensington Village Nursing Home - London, ON

January 2008 to December 2011

- Developed and established goals, policies, and procedures aligned with regulatory guidelines.
- Recruited, onboarded, and trained 50 new employees annually.
- Optimized performance through performance evaluations and formative feedback.
- Generated complete and accurate documentation, records management, and reporting, maintaining confidentiality of sensitive information.

Selected Contributions:

- Synchronized scheduling of 128 employees through creating new master scheduling policies.
- Established professional development program emphasizing positive creative thinking, problem solving, and empowerment.
- Increased retention by 30% and decreased absenteeism from 11% to 8%.
- Implemented three administrative operating systems to enhance alignment with new guidelines and facilitate existing collective agreements.

- Increased product stock by 28%, decreased cost by 12%, and gained full compliance with the ministry of health.
- Ministry compliance standards

### **Senior Nurse Clerk**

Kensington Village Nursing Home - London, ON

January 2007 to December 2008

- Utilized Marketing tools and strategies set out by the facility Marketing Director to increase residency to %100. • Full Capacity met with a waiting list of 500 potential residents through CCAC. • Identified opportunities to reduce costs and improve quality of care.
- Master Scheduling 172 Employees/Volunteers
- Union Contract Management
- Inventory
- Tours
- Sales

## Education

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### **Master's Degree in Comparative Systematic Theology in Community Relations**

Kings Academy - London, ON

September 2013 to April 2017

### **Bachelor's Degree in Psychology in Psychology**

University of Western - London, ON

April 2013

### **Bachelor's Degree in Liberal Arts in Liberal Arts/Psychology**

University of Western - London, ON

October 2007

### **Diploma in Business Marketing in Business Marketing**

Fanshawe College - London, ON

1995 to 1996

## Skills

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- Organizational skills
- Data collection
- Recruiting
- Leadership
- English
- Sales
- Writing Skills
- E-commerce
- Project management
- Public Speaking

- Marketing
- PHP
- Digital marketing
- Teaching
- Computer networking
- French
- WordPress
- Research
- Operating systems
- Natural leader, dedicated to helping individuals and teams set and achieve ambitious goals, promoting training and development programs that enhance skills and overall wellbeing.
- Proficient in Microsoft Office Suite, SPSS, Social Networking and Digital Media
- Strategic planning
- Nursing
- Email Marketing
- Communication skills
- Account management
- Management
- Customer service
- Administrative experience
- Social media management
- German
- Serving
- Records management
- Google Analytics
- Salesforce
- Application Development
- Research
- Operations management
- Operations Organizational skills

## Certifications and Licenses

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**GPA February 2009 to Present Gentle Persuasion Techniques Dealing with Difficult People March 2009 to Present Management Leadership training PMP 2010 Project Management Certification Worker Health and Safety Awareness March 2020 WHMIS March 2020 Leadership Certification April 2019 to Present Black Sash Instructor Certification August 2002 to Present Kung Fu & Chi Gong. Spiritual Director May 2001 to Present Sheng Zhen International Instructor July 2011 to Present**