

Tyler Charron

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EDUCATION

University of Waterloo – Environmental Engineering Program **September 2024 – Current**

Awarded Entrance Scholarship

St. Patrick's High School – Ontario Scholar **September 2020 – June 2024**

Awarded Diploma
Honor Roll – Grades 9-12

PROFESSIONAL EXPERIENCE

Field Coordinator Co-op *Employer: EllisDon Corporation – Ottawa Ontario* **September 2025 – December 2025**

- Performed environmental and safety inspections with monthly reporting to ensure compliance and support sustainable practices
- Managed daily site coordination by updating schedules, tracking trades, and issuing concrete pour notices to keep projects on track
- Calculated concrete volumes, monitored progress, and maintained thorough site documentation including photos and reports

STEM Outreach Instructor Co-op *Employer: Virtual Ventures – Ottawa Ontario* **January 2025 – April 2025**

- Furthered Canada's #1 STEM outreach program, supporting initiatives that engaged 2,500+ participants
- Designed and led 100+ interactive STEM workshops for K-12 students, delivering hands-on activities and learning experiences
- Collaborated with 40+ schools, nonprofits, and industry partners, increasing STEM accessibility for underrepresented communities

Administrative Assistant *Employer: Dr. Audrey Ling – Ottawa Ontario* **January 2018 – August 2024**

- Organized financial documents, such as income statements and receipts, for accurate tax reporting
- Reconciled income statements, receipts, and expenses, ensuring accuracy by cross-checking with bank statements and invoices
- Managed sensitive administrative tasks, including securely shredding confidential documents to ensure data protection

Private Childcare Provider *Employer: Melanson Family – Ottawa Ontario* **March 2019 – December 2019**

- Provided attentive supervision and ensured the safety and well-being of two children during daily activities and outings
 - Composed age-appropriate educational and recreational activities, fostering creativity, learning, and physical activity
 - Managed bedtime routines, prepared meals, and implemented strategies to ensure a respectful and constructive environment
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VOLUNTEER EXPERIENCE

Shepherds Of Good Hope **July 2020 – December 2020**

Developed, organized and executed a community fundraiser, managing a team of volunteers which resulted in the collection of 200+ donated items for a homeless shelter.

Cleaning Up The Capital **June 2021 – September 2021**

Initiated, recruited, and managed a team of 16 volunteers to pick up litter in various parts of the City of Ottawa, driving community engagement and contributing to a cleaner, more sustainable environment.

Hope Volleyball Summerfest **August 2017 – August 2017**

Managed a parking lot fundraiser, coordinated volunteers, handled cash transactions, and ensured efficient operations to raise upwards of \$2,000+ for elementary education.