

C. Myles Chykerda

Skills Profile

- Experienced in a wide range of software applications including MS Office, Adobe Creative Suite, and Macromedia web development products.
 - Trained in both one-on-one instructional situations as well as teaching medium to large groups of people in a classroom setting.
 - Exposure to various educational technologies such as WebCT during undergraduate degree.
 - Ability to quickly learn new software applications.
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Work History

Teaching Assistant

2005-present

Department of History and Classics, University of Alberta, Edmonton, AB

- Assist assigned professor in class operations including marking assignments and exams, operating study groups, and preparing class statistics.
- Survey Module TA at Kastro Kallithea 2006 archaeological dig. Team leader of a group of students responsible for carrying out a surface survey of the Hellenistic city of Peuma.

Research Assistant

July 2004-
December 2005

Alberta Legislature Library, Edmonton, AB

- Research a wide variety of topics which are being covered in the scope of main projects.
- Utilization of numerous sources including newspapers, legislative documents, archival material, government reports, personal correspondence, etc.
- Prepare briefing papers on various topics using primary and secondary historical resources.
- Conduct personal communication and interviews in order to obtain sources for information.
- Write draft documents for consideration and inclusion in final work.
- Maintain and update bibliographic database which serves as a collection of all referenced materials.

Library Page, *Alberta Legislature Library, Edmonton, AB*

September 2002-
July 2004

- Organized and maintained the Government Documents collection of the library via daily duties such as shelving and shelf reading.
- Filled in for pages in other departments (Serials, Technical Services, Collections, and Digital Services) if needed.
- Undertook various side projects such as the Scrapbook Hansard Digitization project.
- Researched numerous topics as called upon.

Assembly Page, *Legislative Assembly of Albertan, Edmonton, AB*

February 2000-August
2001

- Served as assistant to members of the Legislative Assembly of Alberta during session.
- Delivered confidential documents, acted as courier between MLAs and their offices, photocopied papers at request of Members.
- Participated in ceremonies such as the Speech from the Throne and Royal Assent of Bills.
- Gained public speaking experience through a yearly page speech competition.

Constituency Assistant, *Legislative Assembly of Alberta, Lacombe, AB*

Summer 2000

- Served as liaison between citizens of the constituency and MLA Judy Gordon.
- Drafted letters, reports, memos, etc.
- Assisted in the everyday operations of a constituency office including

filing documents, carrying out research, collecting articles from local newspapers.

- Responsible for the operations of the constituency office when Mrs. Gordon was away.

Summer 2001

Sales Associate, Pfeiffer House of Music, Stettler, AB

- Sales Associate in music/consumer electronic store in the prairie town of Stettler.
- Focus on excellent service and client relations.
- Specialized in home theatre, pianos, and piano pedagogy and methodology.
- Examined inventory and created and placed orders for goods.

Board Membership

President, University of Alberta Mixed Chorus, Edmonton, AB

- Oversee operations of one of the oldest student groups at the University of Alberta
- Manage budget of **\$100,000**
- Coordinate overall operations between members of a 14 position Executive Committee.
- Liaison with Provincial Government for usage of charitable funds from Alberta Gaming as well as discovering other funding options from groups such as the University administration.

Director, PROMOTE Edmonton, Edmonton, AB

- Co-founder of civic group interesting in promoting Edmonton's potential and encouraging responsible growth.
- Work with other civic groups such as the Edmonton Economic Development Council, Edmonton Regional Air Authority, and City Council.

Member, Downtown Community League, Edmonton, AB

- Editor-in-chief of *The Downtown Spirit*, the newsletter of Downtown Edmonton.

Member, New Cambridge Lofts Condominium Board, Edmonton, AB

- Assist in overall operations of major downtown residential tower.

Education

Master of Arts Humanities Computing/Classical Archaeology
University of Alberta, *Edmonton, AB*

Underway

Bachelor of Arts (Honours) Anthropology/Classics

University of Alberta, *Edmonton, AB*
-Recipient of over \$10,000 in scholarships over the course of studies.

2000-2004

High School Diploma, Valedictorian

Central Alberta Christian High School, *Lacombe, AB*

1997-2000

Activities/ Memberships

- Participant, Edmonton's Next Gen Planning Commission
- Volunteer, Cortona Archaeological Team, University of Alberta
- Volunteer, Kastro Kallithea Archaeological Team, University of Alberta
- Volunteer, Downtown Business Association
- Volunteer, Arts District Squared
- Grade 9 Royal Conservatory of Music Certificate in Piano – Honours
- Past Member, University of Alberta Classics Undergraduate Conference Planning Committee
- Member, University of Alberta Conservative Association
- Member, University of Alberta Model Parliament

- Campus Ambassador, University of Alberta
- Polling Station Volunteer, University of Alberta Student's Union
- Orientation Leader, UofA SU Orientation