

Jessica Roth

CONTACT

 Edmonton

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EDUCATION

MBA / M. Agriculture

University of Alberta
2026

Acupuncture Diploma

MacEwan University
2015

B.Sc. Agricultural Business Management

University of Alberta
2003

RELEVANT WORK EXPERIENCE

Bookkeeper/ Proprietor

Bookkeeping for the Unusual. / July 2025 to July 2026

- All business maintenance, prospecting and management.
- Bookkeeping tasks for clients.
- Filing of T1 tax forms for clients.

Research Assistant

McMaster University / May 2025 to July 2026

- Working for Dr. Trish Ruebottom and Dr. Madeline Toubiana.
- Contacting Pelvic Floor Physiotherapists to request interviews.
- Interviewing informants.
- Volunteer position from May 2025 through August 2025.

E. A. / Administration Manager

Hybrid Infusions Ltd. / July 2021 to June 2024

- All accounting tasks, including corporate taxes and payroll.
- Accounts payable & receivable.
- Spearheaded and managed up to 42 grants and subsidies simultaneously.
- Liaised with government bodies in a strict regulatory environment.
- Managed benefits program.
- Supervision of Human Resources Generalist and Accounting Interns.
- Security cleared.

Executive Assistant to the CEO and COO

Hybrid Infusions Ltd. (same employer) / April 2020 to July 2021

- Researched, negotiated, deployed, and managed company-wide benefits program.
- Wrote job descriptions and employment contracts.
- Talent acquisition including interviewing, hiring, onboarding, and acquiring subsidies for interns.
- Procurement.
- Banking, accounts payable, payroll.
- Scheduling and personal tasks for CEO and COO.
- Security Cleared.

AWARDS

Dianne Lougheed Graduate Scholarship in Business

University of Alberta / 2024

Opportunities MBA Award

University of Alberta / 2024

MBA Class of 1971 Award

University of Alberta / 2024

Opportunities MBA Award

University of Alberta / 2023

Alberta Golf Scholarship

Alberta Golf Association / 2023

James Unterschultz Memorial Scholarship

University of Alberta / 2022

Women in STEM Scholarship

Government of Alberta / 2022

RELEVANT WORK EXPERIENCE

Mortgage Associate

Axiom Mortgage Solutions / January 2019 to April 2020

- Negotiated contracts.
- Provided mortgage advice and financial analysis.
- Created and followed a business plan including marketing.
- Followed all licensing and documentation regulations.

Realtor

Re/Max / June 2003 to January 2010

- Negotiated contracts.
- Provided pricing advice and market analysis.
- Followed all licensing and documentation regulations.
- Worked as part of a family business team to make decisions regarding marketing, corporate structuring, and business planning.

VOLUNTEER EXPERIENCE

Mentor

Agriculture Life and Environmental Sciences Graduate Students Association / February 2025 to present

- Digital co-studying multiple times a week.
- Mental health support.

Co-Executor

Pallett Estate / March 2023 to May 2024

- Sale and distribution of assets.
- Financial management and documentation.

Acupuncture Assistant

Hope Mission Free Acupuncture Clinic / September 2016 to January 2017

- Lead National Acupuncture Detox Association protocol treatment and meditation meetings.

Acupuncture Assistant

Boyle McCauley Free Acupuncture Clinic / June 2015 to August 2016

- Assessed and treated patients under supervision of licenced acupuncture provider.

Founder/ Collective Member

Free Thinker's Market / September 2012 to August 2013

- Procured free venue space for monthly pop-up market providing local artists with complimentary space to vend.
- Liaised with local artists.