

SHANIA BADRI

2019-1333 South Park St • Halifax, Nova Scotia B3J 2K9

badrishania4@gmail.com • (902)989-5611

[linkedin.com/in/shania-badri](https://www.linkedin.com/in/shania-badri)

EDUCATION

DALHOUSIE UNIVERSITY

Halifax, Nova

Scotia, Canada

Bachelor of Science, Health Promotion (Honours)

2018-2022

- Thesis: Psychosocial Impacts of Irritable Bowel Syndrome in Women – A Scoping Review
 - GPA: 3.83/4.30, Dean's List for all semesters
 - First Class Honors
 - Entrance and In-course Scholarships for all semesters
-

PROFESSIONAL EXPERIENCE

DR. HUBLEY CARRUTHERS AND ASSOCIATES

Halifax, NS

Administrative Assistant

August 2022 – Present

- Manage the schedules and calendars of six psychologists as well as address all client inquiries, appointment bookings, and follow-up questions and concerns.
 - Complete all daily and monthly invoicing, account receivables, third party billing, and collection of money and outstanding debt.
 - Prepare and proofread all reports, letters, and other correspondence, both electronic and written, to clients and staff.
-

NS HEALTH AUTHORITY, MENTAL HEALTH & ADDICTIONS DEPARTMENT

Central Zone, Halifax, NS

Health Promotion Intern

January 2022 – April 2022

- Supported HPRO team with planning, facilitating, and evaluating conversations for key stakeholders in the Halifax Area on the subjects of Alcohol, Gambling, Unsanctioned Street Parties, and Housing through a lens of community mental wellness.
 - Spearheaded the development of housing values exercise for stakeholder engagement for the Mental Wellness Community of Practice.
 - Assisted the launch of 5-day lunch and learn workshops for NSHA and IWK employees on topics related to LGBTQ++ community.
 - Delivered a report, presentation, and infographic for a Special Service Project on the mental health impacts of the NS housing crisis on international students in Halifax
 - Produced a report and presentation on a Personal Enhancement Project that explored the transitional experience of medical students from health promotion/public health
 - Produced a scoping document identifying adaptable components of the Youth Icelandic Model for implementation in rural Nova Scotia
-

DALHOUSIE UNIVERSITY

Halifax, NS

Engagement Leader

September 2021 – April 2022

- Developed and delivered weekly themed programs for post-secondary students in Dalhousie Residence buildings, Le Marchant Place & Glengary Apartments, that focused on community-building, mental health, and harm reduction
- Planned outreach and engagement strategies to promote events and campaign to target audiences through posters, educational flyers, and social media

- Successfully improved online and in-person student engagement in residence programs during and after COVID-19 pandemic.
- **Award:** LMP Team Superlative Award for Most Thoughtful Student Leader for dedication towards student support through programming

DALHOUSE UNIVERSITY

Lead Mentor, Health Faculty, Together@Dal Program

Halifax, NS

July 2021 – April 2022

- Led a group of 9 upper-year post-secondary student-mentors from the Health Faculty by providing support and training through weekly meetings while also monitoring team progress and enforcing deadlines
- Implemented over 50-65 campus-wide/faculty-specific events that successfully increased student-community engagement
- Co-managed social media outreach, marketing, and content creation
- Led the Professional Track initiative organizing weekly workshops to help students achieve their professional development goals and objectives.
- Liaised and collaborated with team members, faculty partners, student organizations and societies as per need.
- **Award:** Most Involved SuperUP in Together@Dal 2021/22 Program

FREELANCE WORK

Social Media Content Writer

Surat, India

November 2020 – September 2021

Feb 2021-Sept 2021

- Produced social media content for 5 brands including Graffishop, Zoivane, Fab Aesthetics, Book Wonk, and Speaker City
- Developed the complete website content for Graffishop.com which helped increase brand sales.
- Coordinated with Marketing head, Ruchita Bafna, to brainstorm creative promotional ideas for various brands

Nov 2020-Feb 2021:

- Created, edited, and proofread content of brochures, flyers, company website, company profile, social media posts, product descriptions, and taglines for company Kamdhenu Gir Guy Samvardhan
- Worked closely with Marketing and Sales teams to produce health-related content that focused on targeted audience, joint and nuclear families of the city

DALHOUSE UNIVERSITY

Student Mentor, Health Faculty, Together@Dal Program

Halifax, NS

September 2020 – April 2021

- Mentored group of 10 incoming first-year students through weekly student sessions
- Provided advice, guidance, support, and resources to incoming undergraduate students in Health Sciences Programs
- Coordinated with co-mentor to develop session plans and topics of interest such as mental health, academic support, sexual health that engaged students in live, interactive activities and discussions every week and held weekly office hours for extra support
- Reported to Lead Mentors on a weekly-basis and maintained an attendance sheet

L-C & S-T ACUPUNCTURE & NATURAL MEDICINE CLINIC

Executive Assistant

Halifax & Bedford, NS

January 2020 – August 2020

- Efficiently managed appointment scheduling, patient records, medical billing, and financial information for 2 clinics
- Sorted and developed a new, efficient filing system for all patient files and records since 2010 that saved time, minimized errors, and accelerated direct insurance billing
- Assisted doctor with treatments, prepared treatment rooms in advance, maintained cleanliness in the clinic, and trained 4 new recruits
- Effectively handled office and administrative tasks within the multi-physician practice

DALHOUSIE UNIVERSITY ADVANCEMENT OFFICE

Dalhousie Phonathon Representative

Halifax, NS

September 2019-December 2019

- Gathered and updated personal records, handled personal information with extreme confidentiality and conducted calls with courtesy, tactfulness, and sensitivity
- **Award:** Acquired the most credit-card pledges from donors

CERTIFICATIONS

- **Certificate in Disability Management** | Dalhousie University *May 2022*
- **Certificate in Interprofessional Collaboration** | Dalhousie University *May 2022*
- **First AID & CPR/AED Level C** | Canadian Red Cross *27 October 2021 – 26 October 2024*

VOLUNTEER EXPERIENCE

- **ISANS** – Recreation Navigator | Halifax, NS (April 2022 – Present)
- **AbeerGulaal NGO (previously: Periods.India)** – Education & Empowerment Team Member | Surat, India (*December 2020 – Present*)
- **IWK Hospital** – Front Desk Volunteer | Halifax, NS (*February 2020 – April 2020*)
- **Canadian Blood Services Society** – Volunteer | Halifax, NS (*October 2019 – April 2022*)
- **Silver Lining Organization** – Co-Founder | Surat, India (*2016-2019*)

LEADERSHIP & ACTIVITIES

- **HEALTH PROMOTION SOCIETY** | Dalhousie University
 - **Vice President** *January 2022 – April 2022*
 - **Senior Representative** *September 2019 – April 2020*
 - **Junior Representative** *September 2018 – April 2019*
- **INTERN** | Surat, India
 - **Green Leaf Hospital** *July 2019*
 - **Sunshine Global Hospital** *June 2019*

SKILLS & INTERESTS

TECHNICAL SKILLS: Project Management, MS Office, Adobe Photoshop, Social Media Management, Canva

LANGUAGE SKILLS: English (Fluent), Hindi (Fluent), French (B1 Level)

INTERESTS: Avid reader, health promotion research, music (piano player & singer)
