

# NICHOLAS A. PRETLI

Gatineau (Hull), QC

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## SUMMARY OF QUALIFICATIONS

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- Diligent employee proven to be adaptable to a variety of work environments
- Graduate student with a unique and diverse educational background
- Strong research and technical skills with high attention to detail
- Strong communicative and interpersonal skills with a keen desire to help others and receive constructive feedback

## EDUCATION

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Sep 2022 - present

### **Hon. B.A., French-English Translation**

University of Ottawa, ON

- Accelerated two-year honours degree. Interested in advancing my knowledge of the French language as well as my editing and writing skills.
- Expected graduation date: June 2024

Sep 2020 - Jun 2021

### **Ontario Graduate Certificate, Geographic Information Systems – Cartographic Specialist**

Fleming College (Frost Campus), Lindsay, ON

- Following my degree, I sought to develop my technical skills through geospatial computer-based applications. Program was delivered synchronously and entirely online.

Sep 2015 - Jun 2020

### **Hon. B.Sc., Geography & Environmental Sciences**

McMaster University, Hamilton, ON

- Combined honours major with psychology minor.
- Courses ranged from urban issues to physical climatology to personality psychology.

## EXPERIENCE

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- Jul 2023 – Aug 2023
- Receptionist**  
Hôtel Universel, Rivière-du-Loup, QC
- 8-week summer internship opportunity through the 'Languages at Work' program offered by Young Canada Works (YCW). The program is intended for students wishing to work in their second language.
  - Communicated regularly in person and over the telephone with French-speaking and English-speaking hotel clients.
  - Facilitated check-ins, check-outs, reservations, cancellations, confirmations, and general inquiries in English and in French and, where appropriate, fielded clients to proper hotel staff for assistance.
  - Ensured customer satisfaction by not only confirming clients' requests but also outlining how and when they would be achieved.
- Dec 2021 - Aug 2022
- Acting Cartographic/Web Technician**  
Ministry of Natural Resources and Forestry, Peterborough, ON
- Reporting to the Director, I developed communications products and provided web publishing support for the Mapping and Information Resources Branch, home to nearly 100 employees.
  - Worked extensively with WordPress software, HTML coding language and SharePoint Online to implement web solutions available to all Government of Ontario employees.
  - Liaised with colleagues from across the branch to implement swift communications solutions that adhered to accessibility requirements.
- Oct 2021 – Dec 2022
- Acting Mapping and Geomatics Technician**  
Ministry of Natural Resources and Forestry, Peterborough, ON
- Updated and maintained Ontario's authoritative road and trail data for public consumption with careful attention to detail.
  - Developed cartographic solutions using ArcGIS for ministries and the public.
  - Liaised with colleagues to ensure accuracy, reliability, and accessibility of solutions.
- Jul 2021 - Oct 2021
- GIS Assistant (Summer Student)**  
Ministry of Natural Resources and Forestry, Peterborough, ON
- Performed database entry, manipulation and organization of databases using SQL coding language with attention to detail.
  - Developed cartographic solutions using ArcGIS for ministries and the public.

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- Liaised with colleagues to ensure accuracy, reliability, and accessibility of solutions.

May 2019 - Dec 2019

**Bakery Clerk/Assistant**

Goldsmith's Orchard Market, Thornbury, ON

- Prepared orders and baked goods at a popular and fast-paced local market.
- Answered telephone and in-person queries across a wide customer/consumer base consisting of locals and tourists.
- Ensured customers' orders were prepared for delivery in a timely manner.

May 2018 – Aug 2018

**Research Assistant II**

McMaster University, Hamilton, ON

- Assisted a faculty member in the School of Geography & Earth Sciences with research concerning the travel behaviour of seniors from various rural communities in Ontario.
- Performed data entry of research participants' submissions through qualitative coding techniques with attention to detail.
- Provided suggestions/interpretations based on observed patterns from coded observations.