MEGAN KYLE

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SKILLS

Program Coordination & Administration – Designed, launched, and ran programs and events from concept to delivery, keeping budgets, records, and deadlines on track.

Stakeholder Engagement & Client Service – Built partnerships with senior leaders across business, nonprofit, and government sectors while serving vulnerable communities with care.

Research, Analysis & Writing – Turned research and trade data into policy briefs, Tableau Public dashboards, board briefings, and grant proposals.

EDUCATION

Master of Arts, International Political Economy

University College Dublin – Upper Second Class Honours (2:1) September 2025 – August 2026

Thesis: Bargaining Asymmetry and Incumbent Reinforcement: Mechanisms of Limited Domestic Value Capture in Zimbabwe's Lithium Sector. Grade: A-

- Built 2 original datasets from legal texts, institutional reports, trade press, and investigative sources, tracking 6 lithium-sector policy interventions (2022–2026) and ownership of 6 large-scale mines across 7 acquisitions.
- Found that institutional weakness produced bargaining asymmetry, compounded by lithium's high fixed-asset intensity.
- Determined that these events converted successive policy shocks into incumbent reinforcement for Chinese firms rather than market exit, thereby limiting domestic value capture from lithium industry.

Bachelor of Arts (Honours), International Development Studies, Minor in Political Science

University of Calgary – GPA 3.4/4.0 May 2021 – December 2024

Thesis: Proposed resource nationalism and sub-regional cooperation to advance development in the Sahel amid shifting Great Power relations. Grade: A

RELEVANT EXPERIENCE

Grant Writer

United Nations Volunteers | Rousto Charity NGO, Tajikistan (Remote) September 2026 – Present

- Wrote and submitted $9,527.50 TEEEM Foundation Community Impact Grant proposal to train 50 Tajik teachers in TESOL, drafting all sections to funder's scoring criteria.
- Built logframe, risk matrix, and phase-over strategy using SMART objectives for TEEM proposal, also creating foundation for 4 upcoming federal grants.
- Built donor-ready budget from Rousto's unit costs, keeping request within funder's $5,000–$10,000 tier.

Supportive Housing Property Management

The Mustard Seed March 2025 – September 2025

- Provided administrative and client support to over 240 residents under AHS supportive housing and Alberta RTA lease agreements, showing resilience and adaptability in high-pressure situations.
- As one of 3 staff processing rent for over 240 residents, used RealPage and Microsoft Office to process payments, post charges, and reconcile bank deposits with 100% ledger accuracy while ensuring legal compliance in service delivery.
- Played critical administrative role in mandatory tenant insurance rollout, enrolling all 240 residents within 3-month deadline through clear communication with residents of varied cognitive and language abilities.

Donations Coordinator (Co-op Work Term and Continuing Role)

Red Wing Shoes June 2023 – September 2025

- Independently created and ran work boot donation program supporting employment programs within NGOs across Calgary, training 11 staff at 2 stores on donation process.
- Liaised as primary point of contact with senior leadership at partner organizations – Red Wing Shoes' franchise owner and regional suppliers, The Mustard Seed's Donations Coordinators and Employment Services Supervisor, and Fresh Start Recovery's Director of Fund Development – to coordinate donations.
- Maintained inventory and program-tracking database in Microsoft Excel to support growth analysis and product loss tracking for Red Wing franchise owner.
- Launched program during 3-month co-op work term, donating 101 pairs across 47 styles during term ($30,000 CAD+ retail value), then scaled operations to deliver more than $100 000 CAD in retail value donated in first year. Program is still operational as of 2026.

Crime Prevention Conference Planner and Researcher
ACCPA January 2024 – September 2025

- Coordinated 2025 provincial conference for roughly 250 delegates from municipalities, Government of Alberta, police agencies, and nonprofits across Alberta.
- Allocated conference budget between venue booking and 28-speaker lineup, utilizing research to identify local and international experts for speaker line up.
- Conducted transnational research on homelessness and housing insecurity, using findings to select annual theme and build conference speaker list; presented monthly briefings to board members with team.
- Analyzed 36 attendee survey responses to inform future programming; served as charter member of Financial Sustainability Committee identifying funding sources.

PROJECTS

Canada–Ireland Trade Under CETA: Policy Brief and Tableau Dashboard
Independent project | LinkedIn and Tableau Public October 2026

- Sourced UN Comtrade data, showing two-way goods trade rising from US$1.8bn (2016) to US$4.3bn (2025).
- Built interactive Tableau Public dashboard of Canada–Ireland goods trade, 2012–2025, from UN Comtrade data, with 6 linked views.
- Wrote 1,500-word policy brief on what full CETA ratification would mean for Canada–Ireland business, citing CETA, 2010 Arbitration Act, and 2026 Amendment, then published brief and dashboard; brief reposted on LinkedIn by Defence Construction Canada team leader.

ADDITIONAL EXPERIENCE

Sales Associate
Red Wing Shoes December 2021 – February 2025

- Sold over $400 000 CAD in product over 3 years using Salesforce (CRM), frequently exceeding accessory sales targets by 50% or more.
- Introduced new daily operating procedures that increased in-store efficiency and decreased losses due to errors.
- Used product knowledge to provide friendly customer service and resolve customer complaints with professionalism.

Lead Hand
MDL Landscaping May 2018 – May 2021

- Supervised crews of up to 16 on residential and commercial landscaping contracts, largest worth $110,000 annually; followed blueprints and contract specifications.
- Liaised with clients year-round and tracked crew and equipment hours separately on site for accurate client billing.
- Led 4-person snow removal crew across 16 residential and commercial sites.
- Enforced Alberta Occupational Health and Safety (OHS) standards through toolbox meetings, audit preparation, equipment maintenance and tag-outs, and crew training on safe equipment use.

INTERNATIONAL EXPERIENCE

Digital Advocacy Volunteer
United Nations Volunteers | Girls' Education Mission, Nigeria (Remote) May 2026 – July 2026

- Developed digital advocacy content promoting girls' education in Nigeria for donor campaign across 4 social platforms.

CERTIFICATIONS AND TRAINING

- Emergency First Aid and CPR/AED Level C, Canadian Red Cross (April 2025).
- Access and Privacy Fundamentals for Alberta Public Bodies, FDARP, HMIS Basics, Naloxone, and Trauma-Informed Care.

LANGUAGES AND SOFTWARE

- English C2 (Native proficiency) and French A2
- Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams, SharePoint, and Copilot), Google Workspace, Zoom, Power BI, Canva, Salesforce, Tableau Public, RealPage, Adobe, and UN Comtrade.

SCHOLARSHIPS AND AWARDS

- Global Development Studies Honours Program (2023), Jason Lang Scholarship (2023), CNRL Building Futures Scholarship (2023), and Alexander Rutherford Scholarship (2021)