

Jani Burgess

OBJECTIVE

My primary objective is to procure life experience. I am passionate about working with an organization that embraces innovation and will take advantage of my diverse creative, social and technical skills portfolio.

QUALIFICATIONS PROFILE

Dynamic and effective communicator with proven ability to relate to diverse groups of people

Adaptable, empathetic and adept at attuning to client needs and providing custom solutions with thoughtful care

Exceptional articulation and comprehension abilities

Critical thinker with attention to details and an attitude driven to creative problem solving

Possess greater-than-average knowledge and interest in legislative structures and policy language

Highly proficient with internet, computers and tech in general, especially in troubleshooting issues

Results-driven professional with supervisory and managerial experience who enjoys learning as much as teaching

Improvement motivated and always seeking ways to be more effective and efficient

EMPLOYMENT HIGHLIGHTS

Education Associate	L.P. Miller, NESD	2024-Present
Collaborate strategically with teachers to accommodate exceptional students Provide compassionate emotional support and practical assistance to students		
Self-Employed	Fringe of the Forest	2016-Present
Specialize in food forest/urban homestead consulting, implementation and maintenance Offer various personal/business services to meet unique needs Provide tech services including photo/video editing, tech tutoring, and web design Perform custom jewelry design & repairs Plan, organize and facilitate workshops		
Art Workshop Facilitator	Nipawin Public Library	July 2025
Organized, developed and guided watercolor art workshop for 12 youth participants		
Various Positions	Saskatchewan Health Authority	2014-2024
<i>Finance Assistant (3 yrs)</i> - Assisted with accounts receivable/payable - Managed calls with provincial and public entities such as WCB - Completed data entry using standardized work procedures <i>Health Records Clerk (3 yrs)</i> - Processed and filed a high volume of confidential patient paperwork daily <i>Payroll Clerk (1.5 yrs)</i> - Handled payroll inquiries professionally and redirected as needed <i>Office Assistant/Receptionist (1.5 yrs)</i> - Recorded hospital registrations for both emergency and routine patients - Redirected callers to appropriate persons/services <i>Food, Laundry & Environmental Services Worker (1 yr)</i> - Provided kind and caring service in a retirement home setting - Ensured safe preparation, handling and storage of meals for residents - Prioritized dignity, privacy, comfort and well-being with a guest-like approach		
Pharmacy Clerk	Extra Foods Pharmacy	2013-2015
Aided the pharmacist in the preparation of prescriptions Attended to patients in a public setting while maintaining strict confidentiality		
Tutor	Cumberland College	2013
Multimedia Journalist	Sun Media/Nipawin Journal	2013
Warehouse Branch Support	Acklands Grainger Inc.	2010-2013
Store Manager	Movie Gallery	2008-2010

TECHNICAL COMPETENCIES

OFFICE/OUTLOOK & COMPARABLE
ACCOUNTING SOFTWARES
E-FILE MAINTENANCE
SMART TECHNOLOGIES
VIDEO CONFERENCE APPS
OPEN-SHOT VIDEO EDITOR
GIMP PHOTO EDITOR
WEBSITE DEVELOPMENT &
MAINTENANCE
WORDPRESS
ONLINE SECURITY & PRIVACY
SOCIAL ACCOUNT ADMINISTRATION

Can self-teach most tech

CONTACT

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More at:

www.fringeoftheforest.ca/resume

VOLUNTEERISM

Founder & Admin	Nipawin Facebook Groups	2017-Present
Maintain and continually expand respectable online community groups Nipawin Area Homemade, Handmade & Homegrown , 1.6K members Nipawin Notice Board – Community Bulletin Board , 2.3K members		
Board Member	Haywire Farm Festival	2023-25
Organize and plan a local festival that attracts several hundred guests each year		
Art Workshop Facilitator	Haywire Farm Festival	2023 & 25
Planned, prepared and facilitated wire art workshop for up to 15 youth and adults		
Food Prep Lead	RiseUp, The Big Stir	2023, 24 & 25
Led a team in the safe preparation of over 300 litres of soup for the local Food Bank		
Steward/Treasurer	SGEU Local Chapter	2017-2024
Advocated for members with union issues from the ground level		
Tickets/Set-up/Clean-up	Holiday Haywire Charcuterie Party	2023
Augmented the organizer directly with a variety of duties		

EDUCATION

Online Community Resource Project	Personal research & development	2019-Present
Service Best	Tourism Saskatchewan	2024
Sask Food Handler Certification	Foodsafetytraining.ca	2023
Office Education Certificate	SIAST/Cumberland College, Nipawin	2013