

Audrey Villeneuve

EDUCATION

Honours Bachelor of Arts in Psychology
with a Concentration in Forensic Psychology
Carleton University, Ottawa, ON

July 2023-April 2026

VOLUNTEER EXPERIENCE

Research Assistant

September 2024-November 2024

Isenberg Lab (Bruyère Health Research Institute), Ottawa, Ontario

- Drafted conference abstracts and prepared academic posters for presentations.
- Conducted data verification and memoing to ensure accuracy and consistency.
- Refined codebooks to enhance clarity and usability for research projects.
- Participated in group and consensus coding sessions to maintain reliability.
- Collaborated on drafting introduction and methods sections for academic manuscripts.

WORK EXPERIENCE

FSWEP Student

October 2023-Present

Department of National Defence Headquarters, Ottawa, Ontario

- Processed Pay Action Requests (PARs) for managers, administrative officers, and employees to help reduce delays in processing pay requests.
- Completed staffing documents for promotions and new hires.
- Mailed out RRSP cheques to the respective employees and their banks.
- Entered data into spreadsheets to facilitate information tracking.

Dragonfly Educator 2025

September 2025-December

Dragonfly Programme, The School of Dance, Ottawa, Ontario

- Delivered 1:1 instruction in language and math tailored to individual learning styles.
- Fostered confidence and resilience by guiding students through targeted skill-building activities.
- Designed and implemented customized curricula in collaboration with students and families.

SKILLS

- Bilingual (French and English; oral, written, reading)
- Organizational skills
- Experience with Microsoft Office programs (Word, Excel, PowerPoint)
- Management and leadership skills
- Experience with SPSS (Statistical Package for the Social Sciences)

- Experience with MAXQDA