

RUTH-ANN SHANTZ

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Education

Bluffton University, Bluffton, Ohio 45817

Master of Business Administration, Leadership concentration

Bachelor of Arts, Organizational Management Major, Member of Phi Delta Society for academic excellence

Summary of Qualifications

- Well-developed communication and interpersonal skills
- Strong facilitation experience
- Excellent relationship building skills
- Outstanding organizational and planning expertise with strong work ethic
- Proven ability to encourage student success and mentoring
- Demonstrated evaluation expertise and strategic thinking abilities
- Recognized ability to work under time constraints with excellent attention to detail
- Passion for working with experienced and emerging youth leaders
- Extensive leadership experience
- Experience with recruiting, hiring and developing employees
- Strong computing skills

Professional Experience

Lead Collaborator/Owner, December 2015

Pathway Leadership Group www.pathwayleadership.ca

- Specialize in leadership development for youth and young adults through skilled facilitation, experiential learning and teaching
- Community Animation skills focusing on design thinking to create innovation and change in the classroom
- Guest speaking on themes of authentic leadership, adaptability to change, hopefulness, learning, accountability and perseverance

Project & Operations Manager, January 2012 to March 2013

Horizon Leadership Institute Inc., London, Ontario

- Identified solutions to enhance and grow business operations and systems
- Developed proposals and tracked all client projects

Administrative Coordinator, August 2011 to December 2011

The Village of Glendale Crossing, Schlegel Villages, London, Ontario

- Managed Human Resources for local team members
- Coordinated with residents and residents' families regarding all financial and contractual matters

Administrative Assistant, March 2010 to September 2010

The Village of Glendale Crossing, Schlegel Villages, London, Ontario

- Assisted with Human Resource responsibilities of hiring and orientating new employees
- Provided support to the General Manager of the Village

Administrator, August 1999 to March 2010

Valleyview Mennonite Church, London, Ontario

- Overall office management, developed and implemented policies and procedures
- Performed bookkeeping, created and managed budgeting

Legal Assistant, December 1989 to August 1999

Marcus, Tobin Law Office, London, Ontario

- Worked exclusively for partner, independently managing a very active real estate/corporate legal practice and managed large financial transactions
- Responsible for hiring student clerks and managing their work

Volunteer Involvement

- Board of Directors Chair, Northwest London Resource Centre
- Judge for Take the Lead Public Speaking contest, Brescia University College
- Member of Co-Tenant Cultivation Committee, Innovation Works
- Advisory member for Lead with Your Life leadership program
- Ontario liaison for graduate program discernment, Bluffton University
- Committee member, Wear It Like You Own It fundraiser for Make a Wish
- Events volunteer, The Grand Theatre, London
- Lead organizer for DOOR March Break service trip for high school students, Chicago, IL
- Pastoral Relations Committee member, Youth sponsor, Council member and Sunday school teacher, Valleyview Mennonite Church
- Board of Directors: Chair, Vice-Chair, Program Chair and Secretary, Silver Lake Mennonite Camp
- Board of Director Chair, Vice-Chair and Secretary, Valleyview Childcare Centre, London
- Coordinator for youth to Mennonite World Conference in Paraguay, Mennonite Church Eastern Canada
- Boys' basketball coach, Riverside Public School, London

Relevant Facilitation & Workshops

- My Personal Revolution, guest speaker, Momondays London
- 12 New Chapters, 365 Days, guest speaker, Conrad Grebel University College, Waterloo
- Leading Up, Down & Across, workshop presenter, MEDA, San Antonio, Texas
- Leading from Within, facilitator at Oakridge Secondary School Leadership class, London
- The Learning Partnership, facilitation with Oakridge Secondary School Entrepreneurship class at Innovation Works, London
- Leading from the Inside Out, workshop for Staff Orientation at Silver Lake Mennonite Camp
- Busting the Myth of Leadership, facilitation for Peer Mentor program of Oakridge Secondary School, London