



# GC (Government of Canada) Jobs

[Logout](#) **Applicant Number: E201687**

## View Application

### Job Opportunity Information

|                              |  |
|------------------------------|--|
| <b>Job Opportunity:</b>      | Environmental Notifications Operations Officer |
| <b>Reference number:</b>     | DOE19J-019436-000301                           |
| <b>Last Submission Date:</b> | 2019-10-02 20:54:26 (ET) (Eastern Time)        |
| <b>Printed on:</b>           | 2019-10-02 20:54:54                            |

### Personal Information

|                           |                        |
|---------------------------|------------------------|
| <b>PSRS No:</b>           | E201687                |
| <b>Last Name:</b>         | Riden                  |
| <b>First Name:</b>        | Thaila                 |
| <b>E-mail:</b>            | thaila.riden@gmail.com |
| <b>Alternate E-mail:</b>  |                        |
| <b>Availability date:</b> | 2019-11-04             |
| <b>Citizenship:</b>       | Canadian Citizen       |

### Entitlement Information

|                                |                  |
|--------------------------------|------------------|
| <b>First submission date:</b>  | 2019-10-02 20:54 |
| <b>Priority entitlement:</b>   | No               |
| <b>Preference to veterans:</b> | No               |

### Permanent Home Address

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>Area of Residence:</b> | Eastern Ontario - Other locations |
|---------------------------|-----------------------------------|

|                             |   |
|-----------------------------|---|
| <b>Address:</b>             | 3440 County Road 10<br>Vankleek hill,Ontario<br>Canada K0B1R0 |
| <b>Telephone:</b>           | 613-306-3453  |
| <b>Alternate Telephone:</b> | 613-678-3453  |
| <b>TTY Number:</b>          |   |
| <b>Facsimile:</b>           |   |

## Submitted Permanent Home Address

|                           |   |
|---------------------------|---|
| <b>Area of Residence:</b> | Eastern Ontario - Other locations                             |
| <b>Address:</b>           | 3440 County Road 10<br>Vankleek hill,Ontario<br>Canada K0B1R0 |

## Submitted Work or Other Address

|                             |   |
|-----------------------------|---|
| <b>Area of Residence:</b>   | Eastern Ontario - Other locations                             |
| <b>Address:</b>             | 3440 County Road 10<br>Vankleek hill,Ontario<br>Canada K0B1R0 |
| <b>Telephone:</b>           |   |
| <b>Extension:</b>           |   |
| <b>TTY Number:</b>          |   |
| <b>Facsimile:</b>           |   |
| <b>Facsimile Extension:</b> |   |

## Languages

|                                 |   |
|---------------------------------|---|
| <b>Working ability:</b>         | English: Advanced<br>French: Intermediate |
| <b>First official language:</b> | English                                   |
| <b>Written exam:</b>            | English                                   |
| <b>Correspondence:</b>          | English                                   |
| <b>Interview:</b>               | English                                   |

# Employment Equity

|                                   |  |
|-----------------------------------|--|
| <b>Consent for Use:</b>           |  |
| <b>Self-declaration - Details</b> |  |

## Education

|  |                             |
|--|-----------------------------|
| <b>Academic Level:</b>                 | Bachelor's degree           |
| <b>Area of Study:</b>                  | Law and Protection Services |
| <b>Specializations:</b>                | Law                         |
| <b>Program Length in Years:</b>        | 4                           |
| <b>Number of Years Completed:</b>      | 4                           |
| <b>Institution:</b>                    | Carleton University         |
| <b>Grade Point Average:</b>            |                             |
| <b>Cumulative Grade Point Average:</b> |                             |
| <b>Graduation date:</b>                | Apr - 2004                  |

|  |   |
|--|---|
| <b>Academic Level:</b>                 | Bachelor's degree   |
| <b>Area of Study:</b>                  | Sciences  |
| <b>Specializations:</b>                | Biotechnology<br>Genetics<br>Molecular Biology<br>Environmental Chemistry |
| <b>Program Length in Years:</b>        | 4   |
| <b>Number of Years Completed:</b>      | 4   |
| <b>Institution:</b>                    | Carleton University   |
| <b>Grade Point Average:</b>            |   |
| <b>Cumulative Grade Point Average:</b> |   |
| <b>Graduation date:</b>                | Apr - 2005  |

## Employment tenure

| <b>Employment Type</b> | <b>Employment Sub-Type</b> | <b>Duration</b> | <b>Selected</b> |
|------------------------|----------------------------|-----------------|-----------------|
| Permanent              | Full Time                  | N/A             | X (Selected)    |
|                        | Part Time                  | N/A             | X (Selected)    |
|                        | Shift Work                 | N/A             |                 |

|           |            |             |              |
|-----------|------------|-------------|--------------|
| Temporary | Full Time  | 0-3 months  |              |
|           |            | 3-6 months  | X (Selected) |
|           |            | 6-12 months | X (Selected) |
|           |            | 12+ months  | X (Selected) |
|           | Part Time  | 0-3 months  |              |
|           |            | 3-6 months  | X (Selected) |
|           |            | 6-12 months | X (Selected) |
|           |            | 12+ months  | X (Selected) |
|           | Shift Work | 0-3 months  |              |
|           |            | 3-6 months  |              |
|           |            | 6-12 months |              |
|           |            | 12+ months  |              |

## Work location(s)

| Province | Region   | City            |
|----------|----------|-----------------|
| Québec   | Montréal | Montréal Island |

## Classification

| Classification | Supervisory Differential | Description |
|----------------|--------------------------|-------------|
| PM-02          | N/A                      | N/A         |

## Screening Questions

|                               |   |
|-------------------------------|---|
| <b>Question:</b>              | Do you have a secondary school diploma?   |
| <b>Answer:</b>                | Yes   |
| <b>Complementary Question</b> | Please explain how you meet the educational requirement or the acceptable combination of education, training and/or experience by providing concrete examples (diploma obtained, educational institution, duties, projects, organization, duration). Please use a maximum of 300 words. This section will be used for screening purposes. |

|                |   |
|----------------|---|
| <b>Answer:</b> | I graduated from Vankleek-Hill Collegiate Institute in 2000, and then went on to post-secondary school studies. |
|----------------|---|

|                               |  |
|-------------------------------|--|
| <b>Question:</b>              | Do you have significant experience* in communicating in verbal and in writing with clients?<br><br>* A Significant experience is defined as an experience gained during a period of approximately two (2) years or more. |
| <b>Answer:</b>                | Yes  |
| <b>Complementary Question</b> | Please explain with concrete examples (duties, projects, organization, duration) how you've acquired this experience. This section will be used for screening purposes.  |
| <b>Answer:</b>                | I have 2 years of technical support experience working for Convergys and Primus. My duties were to resolve client issues via both phone and text based chat programs.  |

|                               |   |
|-------------------------------|---|
| <b>Question:</b>              | Do you have experience in analyzing and synthesizing information and data?  |
| <b>Answer:</b>                | Yes   |
| <b>Complementary Question</b> | Please explain with concrete examples (duties, projects, organization, duration) how you've acquired this experience. This section will be used for screening purposes. |

|                |   |
|----------------|---|
| <b>Answer:</b> | <p>As the Organic Compliance Officer for Beau's, I updated, developed and catalogued SOPs, SDS, plant and flow diagrams, and pest control documents to maintain the breweries organic documentation.</p> <p>I also handled the documentation for ingredients, recipes and labeling approvals through Pro-Cert for the organic certification of each product being sold.</p> |
|----------------|---|

|                               |  |
|-------------------------------|--|
| <b>Question:</b>              | Do you have experience in data entry and in the use of multiple software: Microsoft office suite (word processing, spreadsheet, email) and web-browsers?   |
| <b>Answer:</b>                | Yes  |
| <b>Complementary Question</b> | Please explain with concrete examples (duties, projects, organization, duration) how you've acquired this experience. This section will be used for screening purposes.  |
| <b>Answer:</b>                | I used the Google Suite for email, documents, sheets, etc. to carry out all duties at Beau's. I also used Microsoft Office for PowerPoint presentations. At Magmic Games, the testing templates were Excel based spreadsheets. |

|                               |   |
|-------------------------------|---|
| <b>Question:</b>              | Do you have experience in communicating and processing regulatory information with internal and external clients?     |
| <b>Answer:</b>                | Yes   |
| <b>Complementary Question</b> | Please explain with concrete examples (duties, projects, organization, duration) how you've acquired this experience. |
| <b>Answer:</b>                | As Organic Compliance Officer, these were my core duties for over 4 years.  |

|                               |   |
|-------------------------------|---|
| <b>Question:</b>              | Do you have experience in communicating with federal, provincial or territorial authorities?                          |
| <b>Answer:</b>                | No  |
| <b>Complementary Question</b> | Please explain with concrete examples (duties, projects, organization, duration) how you've acquired this experience. |
| <b>Answer:</b>                |   |

|                               |   |
|-------------------------------|---|
| <b>Question:</b>              | Do you have experience in analyzing information or writing reports about environmental and/or regulatory issues?      |
| <b>Answer:</b>                | Yes   |
| <b>Complementary Question</b> | Please explain with concrete examples (duties, projects, organization, duration) how you've acquired this experience. |
| <b>Answer:</b>                | I amalgamated raw data concerning the wastewater system at Beau's for reports to the municipality.                    |

|                               |   |
|-------------------------------|---|
| <b>Question:</b>              | Do you have experience in responding to inbound calls within a call center environment?                               |
| <b>Answer:</b>                | Yes   |
| <b>Complementary Question</b> | Please explain with concrete examples (duties, projects, organization, duration) how you've acquired this experience. |
| <b>Answer:</b>                | At Convergys and Primus, my primary duties were to receive inbound calls from clients.                                |

|                               |   |
|-------------------------------|---|
| <b>Question:</b>              | Do you have experience in working in a 24/7 environment?  |
| <b>Answer:</b>                | Yes   |
| <b>Complementary Question</b> | Please explain with concrete examples (duties, projects, organization, duration) how you've acquired this experience. |

|                               |   |
|-------------------------------|---|
| <b>Answer:</b>                | At Convergys I worked overnight, weekend and evening shifts.  |
| <b>Question:</b>              | Do you have a graduation with a degree from a recognized post-secondary institution?  |
| <b>Answer:</b>                | Yes   |
| <b>Complementary Question</b> | Please explain how you meet the educational requirement or the acceptable combination of education, training and/or experience by providing concrete examples (diploma obtained, educational institution, duties, projects, organization, duration). Please use a maximum of 300 words. |
| <b>Answer:</b>                | I have a B.A Law, and a B.Sc. in Integrated Sciences from Carleton University.  |

|                               |   |
|-------------------------------|---|
| <b>Question:</b>              | Do you have a graduation with a degree from a recognized post-secondary institution in a science relevant to the duties of the position?  |
| <b>Answer:</b>                | Yes   |
| <b>Complementary Question</b> | Please explain how you meet the educational requirement or the acceptable combination of education, training and/or experience by providing concrete examples (diploma obtained, educational institution, duties, projects, organization, duration). Please use a maximum of 300 words. |
| <b>Answer:</b>                | My B.Sc in Integrated Science included studying Environmental Chemistry, Ecology and Biology.   |

## Résumé

Thaila Riden

Compliance Officer  
3440 County Road 10  
Vankleek Hill, ON, K0B 1R0  
(613) 306-3453  
thaila.riden@gmail.com

#### SKILLS:

- Experience with SAP/ERP
- Knowledge of Canadian Organic Regime
- Conversational French
- Microsoft Office, Google's G-suite

#### EXPERIENCE:

Beau's All Natural Brewing Company Ltd., Vankleek Hill- Organic Compliance Officer  
January 2013 - November 2017

- Updated, developed and catalogued SOPs, SDS, plant and flow diagrams, and pest control documents to maintain the breweries organic documentation
- Handled the application process for ingredients, recipes and labelling approvals through Pro-Cert for the organic certification of each product being sold
- Spearheaded several sustainability projects at the brewery, including the development of an industry sustainability resource portal (Provision Coalition), and lately the Brewery's wastewater treatment system to adhere to the Beau's commitment to operating sustainably
- Helped Beau's with the application process for becoming a B-Corp, helping strengthen its status as a business for good
- Represented Beau's on the Directors Board of Sustain Ontario, providing a voice for the brewing sector
- Sat on the Organic Council of Ontario's panel discussing Organic Certification and Policy at Bring Food Home 2017 conference, providing perspective from an organic brewery on the impact of Private Member's Bill 153 on the organic sector in Ontario

Beau's All Natural Brewing Company Ltd., Vankleek Hill - Delivery Driver  
June 2009 - December 2012

- Prioritized and ordered delivery route and invoices for maximum efficiency
- Coordinated with Sales and Production departments
- Acted as a liaison for Sales

Magmic Games, Ottawa- Quality Assurance Technician  
August 2008 - June 2009

- Carried out test plans for games in development and the deployment of games
- Executed and reported on test plans
- Tracked and managed issues logged in the company's error tracking system
- Worked in conjunction with Development, Platform, Release, and Support teams

Primus, Ottawa- Internet Support Technician

September 2007 - August 2008

- Created individualized troubleshooting methods per customer knowledge to resolve TCP/IP connectivity issues over varying operating systems and applications

#### EDUCATION

Carleton University, Ottawa - Law B.A

September 2001 - May 2004

Dean's Honour List 2001

Carleton University, Ottawa - Integrated Science Honours B.Sc

September 2001 - May 2005

Earned concurrently as a double major with B.A in Law

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**Date modified:**

2019-09-12