

# Amanda Kennedy

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## EDUCATION

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### University of Toronto Faculty of Law

September 2023 to April 2026

#### JD Program

Candidate for Juris Doctor, 2025

### University of British Columbia

September 2018 to April 2022

#### B.A. Honours in History with International Relations

**Undergraduate Thesis in History:** *The U.S. and Military Dictatorships in the Global South: The Struggle for Resources in Brazil, the Democratic Republic of the Congo, and Indonesia in the 1960s*

#### Academic Awards

- **Alberta Blue Cross Scholarship:** Annual post-secondary academic scholarship [1st to 4th year]
- **Alpha Gamma Delta Foundation's Scholastic Achievement Award:** Highest cumulative grade point average [4th year]
- **Dean's List Designation:** Exceeded an A (85%) average in over 27 credits per academic year [3rd year, 4th year]

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## PROFESSIONAL EXPERIENCE

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### Riatti Family | Llanwrtyd Wells, Wales UK

January 2023 - August 2023

#### Live-in Caretaker, Au Pair

- Managed the comprehensive and specialized care of two high-needs children with parents working away from home: one with attention-deficit/hyperactivity disorder and autism, and the other with growth hormone deficiency
- Handled multiple daily responsibilities including coordinating with healthcare professionals and educators, transportation, and household upkeep

### Cinema Public House, Freehouse Collective

August 2021 to December 2022

#### Restaurant & Bar Server

- Excelled serving in a fast-paced and dynamic environment at a high-volume nightlife bar, managing diverse customer demands and maintaining composure under pressure
- Demonstrated attention to detail and accuracy in processing orders, payments, and maintaining records

### Tennis Centre, UBC Athletics & Recreation | Vancouver, BC

April 2021 to April 2022

#### Facility Operations Staff

- Main point of contact for all customer-related inquiries and complaints including facility bookings, registration for programs, and financial transactions
- Proposed process modification which reduced wait-times without requiring additional staffing

### JOEY Restaurants | Burnaby, BC

May 2020 to November 2020

#### Restaurant Waitress

- Provided outstanding quality of service in a timely manner in tasks such as offering curated recommendations to tables, managing large table sections, and following the COVID-19 policies and protocols

#### Assistant Office & Administration Manager

- Promoted because of demonstrated motivation and positive attitude around the company
- Created and updated daily profit reports using historical estimates, expense and reimbursement summaries, and reported to Regional Managers with detailed discount accounts and promotional reviews
- Managed all cash input and pay-outs for salaried and general workers, generated statements tracking sales activity; first point of contact for the General Manager on financial updates

## **Alberta Blue Cross | Edmonton, AB**

*April 2019 to August 2019*

### **Summer Intern in Corporate Services**

- Organized and prepared privacy-sensitive documents in line with strict time demands to be scanned and digitized in the 2000s Archival Project, while complying with unit procedures and provincial standards
- Analyzed and updated master files regarding inventory, data, and assisted management in resource operation

## **Sun Aura Parks Inc. | Edmonton, AB**

*May 2019 to August 2019*

### **Public Parks and Rentals Employee**

- First point of contact for customers renting boats and golf equipment

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## ***VOLUNTEER & EXTRACURRICULAR EXPERIENCE***

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## **University of Toronto Faculty of Law Review | Toronto, ON**

*September 2023 - Present*

### **Associate Publications Editor**

- Playing a pivotal role in the editing process in elevating publication standards by engaging in comprehensive copyediting and managing footnotes in adherence to rigorous citation guidelines, showcasing a dedication to precision and legal scholarship

## **Downtown Legal Services (DLS) | Toronto, ON**

*September 2023 to Present*

### **Legal Clinic Volunteer**

- Conducting intake to identify whether legal issues fall within the scope of the clinic, providing references to alternative legal resources, and aiding caseworkers in the family law division

## **Alpha Gamma Delta (ΑΓΔ) | Vancouver, BC**

*September 2018 to April 2022*

### **2021 President, 2020 Vice President Recruitment, 2019 Director**

#### **Social Events**

- Elected to lead a thriving sorority of over 100 members, demonstrating effective leadership as Chapter President by overseeing a team of 12 Vice Presidents and an additional 14 Directors
- Implemented a new executive position and committee dedicated to EDI, biannual implicit bias training, and updated our bylaws to reflect the diversity of our sorority members

## **World Vision Canada | Vancouver, BC**

*September 2019 to April 2021*

### **Social Executive for the World Vision UBC Club**

- Spearheaded internal social events included biannual weekend retreats, and planning collaborative efforts between club divisions for external outreach to university students

## **Greater Vancouver Food Bank | Vancouver, BC**

*May 2019 to May 2021*

### **Fundraiser**

- Crowdsourced over \$5000 during the peak of the COVID-19 pandemic through various local fundraising efforts to help combat food scarcity in the greater Vancouver area

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## ***SKILLS & INTERESTS***

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#### **Languages**

- French professional working proficiency; DELF B1 certified
- Mandarin Chinese limited working proficiency

#### **Skills**

- Emergency First Aid & CPR certified, trained in communications with children with intellectual and developmental disabilities

#### **Interests**

- Classical cello: solo, quartet, and orchestra
- Ballroom dance: salsa and bachata
- Cross country running (two half-marathons and one full marathon in 2023, planning Toronto Marathon 2024)
- Reading (classical literature, translations, fantasy)