



# Career and Employment Specialist Directory

## CALGARY & Area

**Name:** Gurpreet Dara  
**Company:** Insight Consulting Ltd  
**Town / City:** Calgary, Alberta  
**Phone:** (403) 813-1645  
**Email:** insightconsultingltd@gmail.com  
**Description of services:**  
Resume writing, E.I application, Career counselling, Career planning, Interview preparation, Cover letter writing, help with finding online career resources, Word Search or job search and other related services like executive resume help and job search help One-on-one meeting or over the phone service.

**Fee or Free:** Offer both depending on the individuals circumstances.

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**Name:** Nell Smith B.A., CCDP, P.R.P.  
**Company:** Nell Smith Career Services  
**Town / City:** Calgary, AB  
**Phone:** 403-225-3454  
**Email:** nellsmith@telus.net  
**Website:** www.retiretothelifeyoudesign.com  
**Description of services:**  
Nell Smith is a Certified Career Development Professional, Professional Retirement Planner, and experienced adult educator who designs and facilitates workshops for the public with a specialized focus on the mature worker. Nell is a co-author and certified facilitator of retirement Dimensions™, an application tool of Personality Dimensions®. Her company created the *Retire to the Life You Design*® workshop to meet the needs of baby boomers' desire to remain active in retirement with personally meaningful activities and the life balance they prefer. She contracts this service to industry, educational institutions, and those working in the public sector. Nell offers training and licensing for qualified facilitators who may acquire her materials for use in their own practice and the opportunity to become part of the *Retire to the Life You Design* team.  
**Fee or Free:** Fee

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**Name:** Dena Grabill, CCDP  
**Town/City:** Calgary, Alberta  
**Phone:** 403.253.2261 ext 2146  
**Email:** dmgrabill@cbe.ab.ca

**Description of Services:**  
Specialize in work with youth for transitioning out of high school. Services include and are not limited to career planning, job shadowing, post-secondary exploration, scholarship searching. Coaching youth with job search skills including resume/cover letter writing and interview presentation, whether the client is seeking a job or pursuing post-secondary. My work also includes large event planning to accommodate and encourage growth, learning and self-efficacy in each individual. I believe that given the opportunity and tools all clients have a level of awareness that when nurtured, allows them to make decisions that will impact them most positively and through the process allows them to utilize and cultivate their own innate coping and resiliency competencies.

**Fee or Free:**

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**Name:** Laura Trettwer; Coordinator  
**Company:** Job Search Strategies Program at Columbia College  
**Town / City:** Calgary, AB  
**Phone:** 403-235-9321  
**Email:** jss@columbia.ab.ca  
**Website:** www.columbia.ab.ca

**Description of services:**  
The Job Search Strategies Program offers job search workshops with an optional business English component for new Canadians, and ten weeks of post program support service for assistance in finding employment. The program consists of workshops for the first two weeks followed by program support services for ten weeks. 3 and 6 month follow-up to ensure job maintenance is also provided. Program hours are: Monday – Friday 9:00 am to 3:30 pm; subject to change. There is no cost for participants to attend this program which is funded by the Provincial and Federal Governments. There is no living allowance available, so participants need to have access to supporting themselves during this program.

**Fee or Free:** Free

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# Career and Employment Specialist Directory

**Name:** Elaine Balych, BA, CCDP  
Coordinator - Career Education/Career Development  
**Company:** Career Services, Mount Royal University  
**Town/City:** Calgary, AB  
**Phone:** 403.440.6308  
**Email:** Ebalych@mtroyal.ca  
**Website:** www.mtroyal.ca/careerservices  
**Fee or Free:**

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**Name:** Mayra Castro  
**Company:** Centre for Newcomers  
**Town/City:** Calgary, Alberta T2A 6L8  
**Phone:** (403) 569 3338(Direct Line)  
**Email:** m.castro@centrefornewcomers.ca  
**Fee or Free:**

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**Name:** Leita Blasetti BCR, CCDP  
**Company:** Youth Employment Centre  
Community & Neighbourhood Services  
**Town/City:** Calgary, Alberta  
**Phone:** 403-268-5129  
**Email:** leita.blasetti@calgary.ca  
**Website:** www.nextsteps.org  
**Fee or Free:**

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**Organization:** University of Calgary Continuing Education  
**Town/City:** Calgary, Alberta  
**Contact:** Margo Dilger, Program Director  
**Phone:** 403-220-2952  
**Email:** adedlife@ucalgary.ca  
**Website:** www.conted.ucalgary.ca/cal  
**Brief description of services:**  
Free advising regarding custom training for organizations in career development or academic advising (helping skills, assessment, ethics, diversity, career theory, facilitation) Free advising regarding student professional development in career development or academic advising (specifically online courses and certificate programs)  
**Fee or Free:** Free

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**Organization:** Prairie Land Regional Division # 25  
**Town/City:** Hanna, Alberta  
**Contact:** Carrie Lecuyer  
**Phone:** 403-857-9200

**Email:** carrie.lecuyer@plrd.ab.ca

**Website:** www.plrd.ab.ca

**Brief description of services:**

Provide information to parents, teachers and students regarding post-secondary institutions, career planning, career resources, career option, financing education, portfolio development, and much more.

**Fee or Free:**

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**Name:** Linda Wilson, Adult Education and Training Specialist, MAdEd, CCDP

**Town/City:** Calgary, AB

**Phone:** 403 281-4378

**Email:** lindawls@telusplanet.net

**Brief description of services:**

Linda offers one on one career coaching to empower individuals of all ages to achieve career success. She can help with career planning, managing career and life transitions, effective job search, and exploring self-employment. Linda also designs and facilitates a wide range of career development workshops and courses, and does staff training, team-building, and process facilitation. Linda is also a Facilitator Trainer for Personality Dimensions®.

**Fee or Free:** Fee

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**Name:** Karen Girard, CCDP, CEIP

**Town / City:** Calgary, Alberta

**Phone:** 403-547-4668

**Email:** kgirard@shaw.ca or  
info@careerplanningforstudents.com

**Website:** www.karengirard.ca

www.careerplanningforstudents.com

**Brief description of services:**

Private (fee-for-service) one-on-one Career Coaching, planning and development, professional resume writing, employment interview coaching (including behavioural, telephone, Skype and video interviews)

Career Planning for Students - (fee for service) specialized student career planning and development (advising and coaching) including self-assessment, career and post-secondary exploration, decision-making, career and post-secondary planning including selection, applications and registration.

Webinars, tele-seminars and some free school speaking engagements

**Fee or Free:** Fee



# Career and Employment Specialist Directory

**Name:** Kelly Nadeau  
**Town / City:** Calgary, AB  
**Phone:** 403.697.3952  
**Email:** kbnadeau@shaw.ca

**Brief description of services:**

I provide career development services to un-employed or under-employed individuals who face barriers due to a variety of disabilities. I promote the Independent Living philosophy through the promotion of an inclusive society, specializing in facilitating workshops on the topics: Disclosure; Effective cover letter/resume development and interview skills. Please feel free to contact me through my email address provided to answer questions you may have.

*"Think not of ones' disability, But think of their Abilities"*

**Fee or Free:**

learning to ace job interviews; connecting with a career advisor for job searching and career planning assistance for your future.

You can also meet employers in your industry, learn how to network, and look for jobs by visiting our job boards that have 100's of different opportunities available right now.

**Fee or Free:** Free

**Name:** Joan Bassett, BA  
**Company:** Spirit Dancer Coaching Services  
**Town / City:** Calgary, Alberta  
**Phone:** 403-283-4270  
**Email:** JTBbusiness@shaw.ca  
**Website:** www.JoanBassett.com

**Brief description of services:**

Through coaching conversations, I work with adults who are seeking to change careers or to enhance their existing careers. I support you to identify your values and strengths, as well as the intrinsic rewards that motivate you. I work with you to identify how you need to be in order to create a career that is fulfilling for you. Please note, I do not tell you what to do or how to do it. I support you to identify what is right for you.

**Fee or Free:**

**Organization:** University of Calgary Continuing Education  
**Town/City:** Calgary, Alberta  
**Contact:** Margo Dilger, Program Director  
**Phone:** 403-220-2952  
**Email:** adedlife@ucalgary.ca  
**Website:** www.conted.ucalgary.ca/cal

**Brief description of services:**

Free advising regarding custom training for organizations in career development or academic advising (helping skills, assessment, ethics, diversity, career theory, facilitation) Free advising regarding student professional development in career development or academic advising (specifically online courses and certificate programs)

**Fee or Free:** Free

**Organization:** The City of Calgary Youth Employment Centre  
**Town/City:** Calgary, AB  
**Phone:** 403-268-2490  
**Website:** www.nextsteps.org

**Brief description of services:**

The Youth Employment Centre (YEC) offers **free** year round career planning and job search assistance to youth between 15 – 24 years of age. Get assistance from the experts on writing and updating résumés;

## CENTRAL & Area

**Organization:** Ponoka Composite High School  
**Town/City:** Ponoka, AB  
**Contact:** Wendy Fessler  
**Phone:** (403) 783-4411  
**Email:** wfessler@wolfcreek.ab.ca  
**Website:** www.pchs.wolfcreek.ab.ca

**Description of services:**

Academic and Career Advisor

**Fee or Free:**

**Organization:** Centre for Employment  
**Town/City:** Olds, Alberta  
**Contact:** Melissa Maschke  
**Phone:** 403-556-3808  
**Email:** melissa@c4e.ca  
**Website:** www.c4e.ca

**Brief description of services:**



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The **Centre for Employment** offers **free** career advice and researching employment opportunities.

Facilitating job search skills (resume writing, interview techniques)

Offering a variety of career assessments to assist with career exploration

Determining and matching an individual's employability skills with available employment. Your Employment Specialist will work together with you to review the employment opportunities, ensure you have the skills, experience and interest to meet the needs of the job.

An Employment Specialist is available to you to introduce our Programs and Services, Career Planning Workshops, Secrets of Success (SOS), Job Search Workshops and Interview Skills Workshops

**Fee or Free:** Free

### EDMONTON & Area

**Name:** Toyin Fatona CCDP

**Company:** Edmonton Mennonite Centre for Newcomers

**Town/City:** Edmonton, Alberta

**Phone:** (780) 424-7709 ext. 291

**Email:** tfatona@emcn.ab.ca

**Website:** www.emcn.ab.ca

**Description of Services:**

ENCN provides programs and services that enables immigrants to participate fully with equity, dignity and respect in all aspects of their lives as newcomers to Canada. Some of the services offered include the following: (a) Settlement services, (b) Career and Employment, (c) English Language services, (d) Community support services.

Career and Employment services provide: Labour market information, Career Research, Self-Assessment tools, Employment Readiness classes featuring information on workplace culture and communications, hidden job markets, resume and cover letters preparation, interview skills, referrals to potential employers, job club facilitation, and outreach employment readiness workshops. Programs and services are free to immigrants.

**Fee or Free:** Free

**Name:** Kathleen Johnston

**Company:** KJ Career Consulting Services

**Town / City:** Edmonton, Alberta

**Phone:** 780-752-4015

**Email:** kj@kathleenjohnston.com

**Website:** www.kathleenjohnston.com

**Description of services:**

Kathleen Johnston offers Career Coaching and Career Counseling services for individuals with demanding careers who want greater success and satisfaction without compromising their health and well-being. Her business also provides custom-designed keynotes and seminars for groups and organizations on a wide-range of career-related topics.

A lifelong learner, Kathleen is a Certified Executive Career Coach (Career Coach Institute), a registered Clinical Counsellor (BCACC), a Certified Stress and Wellness Consultant (Canadian Institute of Stress) and a Registered Professional Home Economist (Alberta Home Economics/Human Ecology Association). Kathleen recently published two books related to women's careers.

Kathleen's vision is for every woman to have the freedom and opportunity to live and work to her full potential. As a former senior executive, she knows firsthand the complexity of being responsible for strategic direction, policy development, and growth objectives, while meeting caregiver and family commitments. Kathleen includes all paid and unpaid work within her definition of career. Through this definition, comes recognition of the significant contribution made by women for *all* of their life's work.

**Fee or Free:** Fee and Free

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**Name:** Marilyn Berezowsky, CCDP

**Company:** *Creative Learning Group*

**Town/City:** Edmonton and area

**Phone:** 780-459-7301

**Email:** mberezowsky@shaw.ca

**Description of Services:**

Marilyn facilitates customized workshops (with over 20 years of experience) on a variety of topics including; team building and communication – through drum circles (*The Power of the Beat*), retirement, career planning and employability skills. She is licensed to deliver *Retire to*



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*the Life You Design*® sessions, is a Master Level 3 Trainer offering *Personality Dimensions*® Level 1 Train the Trainer, and is a certified *Drum Circle* and *Health Rhythms*® facilitator.

**Fee or Free:** Fee

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**Name:** Robert Manolson  
**Company:** Powerful Play Experiences  
**Town / City:** Beaumont, AB  
**Phone:** 780.929.5949  
cell 780.297.4103  
**Email:** robert@powerfulplay.ca  
**Website:** www.powerfulplayexperiences.ca

**Brief description of services:**

Information about my fee for services can be found on my website. See Career Counselling page. Essentially, services are One-to-One Career Counselling and Job Search Support.

**Fee or Free:** Fee

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**Name:** Dorothy Ritz  
**Company:** Big Story  
**Town / City:** Edmonton  
**Phone:** 780-474-8173

**Brief description of services:**

Career and educational planning-particularly for individuals considering further education or in mid-life career transition.

**Fee or Free:**

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**Organization:** Language Assessment, Referral and Counselling Centre  
**Town/City:** Edmonton  
**Contact:** Heather Plaizier  
Mercy Foerger  
**Phone:** 780-424-3545  
**Email:** Heather.Plaizier@catholicocialservices.ab.ca  
Mercy.Foerger@catholicocialservices.ab.ca  
**Website:** www.catholicocialservices.ab.ca

**Brief description of services:**

Free assessments of English language skills for adult immigrants, using Canadian Language Benchmarks; followed by referrals to relevant language and occupational programming resources and opportunities.

**Fee or Free:** Free

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**Name:** Lorraine Morris, CCDP  
**Company:** The Career Coach  
**Town / City:** Barrhead, Alberta  
**Phone:** 1 800 674 2156  
780 674 6220  
**Email:** TheCareerCoach@telus.net

**Brief description of services:**

Offering:

- Career and Employment Coaching – fee for service
- Professional · Customized · Targeted Resumes for Entry Level to Professional – fee for service
- Offering several workshops on employability skills, attitudes and tools required by today's worker to enter, stay in, and progress in the world of work – fee for Service. They include:
  - Resumes
  - The interview Process
  - Conducting an Effective Career Search
  - Teamwork
  - Personal Management Skills
  - Jo Smart – Tips for Staying Employed
  - Work Ethic and Professional Behaviour
  - Time Management
  - Goal Setting
  - Customer Service

**Fee or Free:** Fee

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**Name:** Karen St. Cyr, B.Ed., M. Ed.  
**Company:** KAPA Career Consulting Inc.  
**Town / City:** Edmonton  
**Phone:** 780.937.9570  
**Email:** karenstcyr@shaw.ca  
**Website:** www.kapacareer.com

**Brief description of services:**

Individual or small group career counselling, career planning and linking to potential career path employers.



# Career and Employment Specialist Directory

Working with youth (ages 15-30) is our specialty but we also do work with all ages.

**Fee or Free:** Fee

## NORTHERN AB & Area SOUTHERN AB & Area

**Name:** Ruth Kergan  
**Company:** RK Consulting  
**Town / City:** Lethbridge, Alberta  
**Phone:** (403) 327-8768  
**Email:** rkwh@telus.net

**Description of services:**  
Facilitate a variety of workshops including True Colors, Personality Dimensions, Retirement Workshops. Resumes for a fee, Individual or group coaching on all aspects of job search including interview preparation  
**Fee or Free:** Fee

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**Organization:** Alberta Employment and Immigration  
**Town/City:** Pincher Creek  
**Contact:** Debbie Lane  
**Phone:** 403 627-1125  
**Email:** debbie.lane@gov.ab.ca  
**Website:** www.alberta.ca  
**Fee or Free:** Free service for Albertans

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**Organization:** Saamis Aboriginal Employment & Training Association  
**Town/City:** Medicine Hat, AB  
**Contact:** Anita Neefs  
**Phone:** 403-504-4056  
**Email:** a.neefs@shawbiz.ca  
**Description of Services:**  
Saamis Aboriginal Employment & Training Association provides FREE job placement services, career decision making workshops, job search workshops, services for people with disabilities, and access to Skill Enhancement funding for Aboriginal People.  
**Fee or Free:** Free

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**Organization:** University of Lethbridge – Career & Employment Services  
**Town/City:** Lethbridge, AB  
**Contact:** Heather Hacios, BA, BSW

**Phone:** (403) 317-5040  
**Email:** heather.hacios@uleth.ca  
**Website:** www.uleth.ca/ross/ces

**Description of services:**  
CES assists students & graduates of the UofL with career exploration, occupational research, & job search goals for up to 2 years after graduation for no charge. This is done a variety of ways: 1-1 appointments, job search related workshops (targeted resume & cover letter development, job search strategies, interview preparation, portfolio development, and networking tips), telephone consultations, and email consultations. We also provide services to employers wanting to increase their profile on campus and wishing to connect with the students/graduates for recruitment purposes through arranging employer information sessions on campus for no charge, posting jobs on our online job board for no charge, and through being the primary organizers of the annual UofL All-Discipline Career Fair in Sept. of every year (fees involved). We also provide support to UofL staff, student clubs and instructors/professors as requested in the areas of career information, occupational exploration and employment search workshops/sessions.  
**Fee or Free:** Free

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**Organization:** Taber Career Resource Centre  
**Town/City:** Taber, Alberta  
**Contact:** Chantelle Adam  
**Phone:** 403-223-5049  
**Email:** crc@taberadultlearning.com  
**Website:** www.taberadultlearning.com/crc

**Description of services:**  
Free services offered in regards to job searches and career/educational planning including: Resume and cover letter writing assistance, career counseling, the Taber job board with local postings, computers w/ internet access and fax/copier/printing/scanning services.  
**Fee or Free:** Free

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**Name:** Herky Cutler  
**Company:** Foothills Youth & Family Services Inc.  
**Town/City:** Servicing Southern Alberta  
**Phone:** 403-627-5044  
**Email:** contact@herkycutler.com  
**Website:** www.herkycutler.com



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**Description of Services:**

Career Coaching, Professional Speaking, Organizational Consulting, Staff Training

**Fee or Free:** Free ½ hour consultation/Fee

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**Name:** Connie-Marie Riedlhuber  
**Company:** Rhapsody Life Design  
**Town/City:** Lethbridge  
**Phone:** (403) 328-9234  
**Email:** connie.marie@rhapsodylifedesign.ca  
**Website:** www.rhapsodylifedesign.ca

**Description of services:**

Workplace Regeneration Services empower employees and companies to design new ways of working enabling a shift to a higher level of satisfaction and cooperation and fees are hourly or project based.

**Fee or Free:** Fee

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**Organization:** Teamworks Career Center  
**Town/City:** Lethbridge, AB  
**Contact:** Karen Svrcek  
**Phone:** 403-382-3882  
**Email:** karen.svrcek@teamworktraining.ca  
**Website:** www.teamworktraining.ca

**Brief Description of Services:**

Free service to unemployed adult Albertans looking for career and employment services.

**Fee or Free:** Free

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## NWT & Area

**Organization:** Ecole St. Patrick High School  
**Town/City:** Yellowknife, NT  
**Contact:** Susan Huvenaars, CCDP  
**Phone:** 867-873-4888  
**Email:** shuvenaars@mail.ycs.nt.ca  
**Website:** www.esphs.nt.ca

**Brief description of services:**

Career Counseling services for high school students.

**Fee or Free:** Free

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## OTHER