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Wendy Marie Baker

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Education

- | | | |
|---|--------------------------|--------------|
| 2003-2006 | University of Victoria | Victoria, BC |
| <ul style="list-style-type: none">▪ LL.B. program▪ Date of completion: April 2006 | | |
| 1998-1999 | Atlantic Media Institute | Halifax, NS |
| <ul style="list-style-type: none">▪ Media Studies diploma▪ Concentration in Radio Broadcasting | | |
| 1994-1997 | Saint Mary's University | Halifax, NS |
| <ul style="list-style-type: none">▪ B.A. program▪ Major: English; Minor: Sociology▪ | | |

Employment

- | | | |
|---|---------------------------------|------------------|
| 2010–present | PEI Human Rights Commission | Charlottetown PE |
| Human Rights Officer | | |
| <ul style="list-style-type: none">▪ Investigated and attempted to settle human rights complaints▪ Answered inquiries from Commissioners, other lawyers, the public, and elected representatives▪ Acted as counsel for the Commission or counsel for the Human Rights Panel on various panel hearings▪ Conducted public education sessions▪ Conducted legal research and drafted documents and memoranda on various issues | | |
| 2008-2009 | Collins & Associates Law Office | Charlottetown PE |
| Associate Lawyer | | |
| <ul style="list-style-type: none">▪ Acted for clients at Provincial Court and Supreme Court level▪ Acted for clients in the areas of criminal law, real estate, civil litigation and family law▪ Conducted legal research and drafted documents on various issues▪ Researched and prepared application for Leave to Appeal to the Supreme Court of Canada▪ Participated in Continuing Legal Education workshop▪ Assisted in public education initiatives | | |

2007-2008 Newfoundland Legal Aid Commission St. John's NL

Articled Clerk

- Attended 2007 Bar Admission Course of the Law Society of Newfoundland and Labrador
- Conducted legal research in areas of criminal, family, and administrative law
- Acted for clients at provincial court, boards and tribunals
- Worked as a mediator in Small Claims Court
- Learned good practice management and file management skills
- Assisted principal in preparing for a trial in Supreme Court

2004-2006 Heritage Goldenville Society Goldenville NS

Historical Interpreter / Administrative Assistant

- Researched history of Goldenville and gold mining in Nova Scotia
- Designed a 2006 calendar and began to design a web site
- Assisted visitors with general research and genealogical research
- Helped plan and organize Interpretive Centre official opening
- Maintained sales and inventory records of souvenir items

2000-2003 Canadian National Institute For the Blind Halifax NS

Technical Aids Coordinator

- Conducted technology needs assessments (education and employment related) for blind and visually impaired clients
- Trained blind and visually impaired clients in the use of assistive technologies
- Assisted blind and visually impaired persons in finding employment and worked with potential employers to facilitate hiring of disabled persons
- Participated in public education and awareness events.
- Researched new assistive technology solutions for clients

1999, 1994 Sherbrooke Village Restoration. Sherbrooke NS

Historical Interpreter

- Researched the history of Sherbrooke
- Explained history and artifacts to museum visitors
- Answered visitors' questions about history and artifacts
- Participated in re-enactments of historical activities and events

1998 Sherbrooke Branch Library. Sherbrooke NS

Community Access Project Coordinator

- Taught library patrons to use Internet and email
- Maintained computer equipment
- Installed security software on computer network
- Created a Web site for the Community Access Project

1997 St. Mary's District Health Council Sherbrooke NS

Program Communications Officer

- Researched health-related organizations in the district
- Compiled a health services directory for the district
- Created a survey questionnaire and conducted a health care survey for the district
- Compiled a monthly one-page newsletter for the Health Council

1996 Bayview Baptist Church Spanish Ship Bay NS

Receptionist / Office Assistant

- Typed and organized minutes of church business meetings
- Catalogued books in church library
- Answered telephones
- Assisted with church ministries and outreach programs as needed

**Volunteer
Experience**

2006 Goldenville NS
Historical Interpreter / General Volunteer

2004-2005 Victoria BC
General Volunteer / Disability Advocate, Access Uvic, University of
Victoria

2004-2005 Victoria BC
Director / Interviewer, Legal Information Clinic, University of Victoria

2003-2004 Victoria BC
Researcher, Legal Information Clinic, University of Victoria,

2000-2003 Halifax NS
Public educator / Advocate, various blindness-related awareness events

2000-2003 , Halifax NS
Braille literacy advocate, Word On The Street Literacy Fair

1998-2000 Spanish Ship Bay, NS
Sunday school teacher, Bayview Baptist Church,

1994-2000 Spanish Ship Bay NS
Seniors' Outreach ministry, Bayview Baptist Church,

**Licenses and
Certificates**

- Adult Literacy Tutor Certificate, May 2009
- Called to the Bar of Prince Edward Island, November 2008
- Called to the Bar of Newfoundland & Labrador, October 2008
- Choice Theory / Reality Therapy Basic Counseling, February 2002
- Uncontracted Braille Literacy certified, June 2001
- WHMIS certified, February 1998 (recertified May 2004)