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# MIRANDA WOODLAND

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## INFORMATION DESIGNER

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TAY VALLEY, ON

## SUMMARY

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Strategic and data-driven Information & Instructional Designer with a proven ability to transform complex issues into compelling narratives through impactful visuals. By leveraging AI co-creation alongside deep experience in research, policy analysis, and strategic communications, I deliver high-impact insights that drive accountability. My background includes crafting data-driven presentations and reports designed for diverse audiences.

## STRATEGIC INITIATIVES & APPLIED PROJECTS

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### 1. Disk Reviewer (April, 2026)

Engineered 'Disk Reviewer,' a local utility tool that automates the identification of large files, duplicate data, and redundant Python environments. Built an interactive dashboard that provides real-time storage analytics and allows users to safely manage disk usage through automated file selection and system Recycle Bin integration.

### 2. AI Policy Submission & Research (Feb – Mar, 2026)

Independently researched, analyzed, and drafted a comprehensive submission to the People's Consultation on AI, outlining critical concerns regarding data privacy, algorithmic bias, and government oversight.

### 3. Md2HTML Tool Development (March 2026)

Designed, coded, and deployed an open-source Markdown-to-HTML conversion tool ('Md2HTML') utilizing C#, .NET 8 (Windows Forms), and Markdig for Markdown parsing. The project is hosted on [GitHub](#).

### 4. Algorithmic Transparency Advocacy (October 2025 - Present)

Led a grassroots campaign to advocate for legislative reform regarding online content regulation, including amendments to the Online Streaming Act. Researched, drafted, and submitted an e-petition to Parliament, proposing critical safeguards against algorithmic bias and promoting transparency in platform recommendations.

### 5. E-Portfolio & Blog Development (2022-Present)

Designed, coded, and deployed a personal e-portfolio and blog using JavaScript/HTML/CSS, establishing a professional online presence for showcasing skills and research. **Md2HTML** was developed to streamline my blog workflow.

## TECHNICAL SKILLS AND COMPETENCIES

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### TECHNICAL SKILLS

**Design:** Adobe Illustrator, InDesign, Photoshop, XD, Figma, Canva, Prezi, Gamma

**Development:** HTML/CSS, JavaScript (React optional), Python (Pandas), C#, .NET 8

**Productivity:** Microsoft Office (Excel, PowerPoint), Google Workspace, Asana, Notion, ClickUp

### CORE COMPETENCIES

**Leadership:** Project Coordination, Stakeholder Engagement, Workshop/Meeting Facilitation, Team Leadership & Training

**Data Analysis and Reporting:** Financial and Operational Analysis, Process Standardization & Documentation, Budget & Cost Analysis, KPI Development & Reporting

## EDUCATION AND CERTIFICATIONS

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### EDUCATION:

#### **Master of Arts – Interdisciplinary Studies, Athabasca University – In Progress (2026)**

- Adult Education Focus: Developed expertise in adult education theories and practices to effectively communicate complex information to diverse audiences.
- Digital Writing Electives: Completed coursework in digital writing, enhancing skills in crafting clear and engaging content for online platforms.

#### **Honours Bachelor of Arts, Bioethics & Political Science, University of Toronto – 2008**

### CERTIFICATIONS:

Data Analytics, Inclusive Leadership, Project Management (LinkedIn Learning, 2021)

Restructuring Bootcamp (Turnaround Management Assoc. 2020)

Business Writing Certificate (UC Berkeley, 2019)

Credit Counselling Certification (Superintendent of Bankruptcy, 2010)

### EXPERIENCE

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#### **Journal of Integrated Studies – Governance & Policy Development (2023 – Current):**

- Served as Reviewer and Advisor, contributing to the development and enforcement of the journal's policy framework including drafting an Artificial Intelligence Policy and Terms of Reference for the Advisory Committee.
- Provided copy edit support and reviewed volunteer guides, ensuring alignment with current policies.

#### **Green Party of Canada Fund – Strategic Leadership & Operations (2022 – 2024):**

- Served as Board Co-President and Treasurer, overseeing financial management, HR operations, and organizational strategy alongside the Executive Director.
- Facilitated workshops and meetings across multiple departments to align goals and gather key performance metrics.
- Provided constructive feedback on communications materials and analyzed operational data to inform strategic decisions.
- Led cross-functional projects focused on process optimization and developed documentation for board operations and finance processes.

#### **Fontaine & Associates Inc. – Estate Manager/Insolvency Administrator (2009 – 2021)**

- Spearheaded the organizational transition to proprietary software, serving as a key stakeholder in User Acceptance Testing (UAT) and driving company-wide adoption through strategic change management and technical leadership.
- Leveraged extensive data analysis skills to provide clear, concise financial reporting for complex estate settlements and insolvency proceedings, supporting creditor negotiations and ensuring regulatory compliance.
- Engineered a full SOP overhaul that streamlined processes by 75%, resulting in increased operational efficiency.
- Developed and delivered training materials and onboarding guides, standardizing procedures across the organization.