

# CONTACT

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**Canadian, American & British Citizenship**

# EDUCATION

## MIAMI UNIVERSITY

OXFORD, OHIO | 2024 GRADUATE

### BASc in Kinesiology and Health:

Major in Sports Leadership & Management  
Concentration: Sports Media & Communication

### BA in Media and Culture

Major in Media & Culture, Minor of General Business

### Extra-Curriculars:

Women's ACHA D1 Ice Hockey Captain,  
Alpha Chi Omega Sorority

## APPLEBY COLLEGE

OAKVILLE, ONTARIO | 2019

Varsity Women's Ice Hockey, Field Hockey,  
and Rugby, Bronze & Silver Duke of  
Edinburgh Award | Athlete of the Year 2019 |  
Alumni Leaders Forum Delegate 2025

# SKILLS

## PROFICIENT KNOWLEDGE

- Adobe Photoshop, Lightroom, Premiere Pro, and Illustrator
- Final Cut Pro
- Microsoft Suite
- Canva
- Photography
- Social Media

## WORKING KNOWLEDGE

- Microsoft Excel
- Adobe After Effects

# ADDITIONAL INFORMATION

**Volunteering:** Waterstone Foundation sponsorship coordinator, event photographer, volunteer, social media management and campaign execution.

**Courses:** RIBO Insurance Broker Level 1

**Awards:** Bronze & Silver Duke of Edinburgh, Gallagher Sales Intern Challenge Award

**Scholarships:** Miami University International Scholar

**Hobbies:** Solo travel, mental health awareness, dogs and horses, CrossFit, vlogging, interior design, creating trip itineraries, hockey

# GABRIELLE DUFFY

Personable and adaptable professional known for strong relationship-building skills and the ability to connect easily with colleagues, clients, and guests. Thrives in active, team-focused environments while also working independently with confidence and accountability. Passionate about leveraging mastered skills to quickly learn new ones, take on responsibility, and contribute positive energy and reliability to every project.

# PROFESSIONAL EXPERIENCE

## Officer, Events and Parent Relations' | Appleby College

MARCH 2025 - PRESENT | OAKVILLE, ON

- Plan, manage, and execute major Parent Relations and community events including the Festival of Authors (200+ attendees), Welcome Back BBQ (1000 attendees), Appleby Pie Day (740 pies sold), New Parent Orientation, ACPA AGM & Volunteer Luncheon, and multiple Grade Parties, managing logistics, vendors, volunteers, and on-site operations.
- Provide administrative and logistical support to the Director of Parent Relations, managing communications, meetings, event materials, signage, mailings, and supplies.
- Serve as a liaison between the Appleby College Parents' Association and internal departments (Facilities, Marketing, Sodexo, IT, Security, Leadership) to ensure seamless event planning and execution.
- Manage and maintain 300+ parent volunteer Criminal Record Checks and documentation to ensure compliance and student safety, while coordinating the Parent Buddy program matching 160 new families with 38 volunteers.
- Oversee pre-, on-site, and post-event coordination, including communications, volunteer scheduling, and reporting using UBIQ, Raiser's Edge, and Microsoft Excel.
- Coordinate event volunteers in partnership with the ACPA Volunteer Coordinator, ensuring appropriate staffing and support across multiple concurrent events and initiatives.
- Develop and distribute event communications and materials, including invitations, signage, nametags, and digital resources to ensure clear communication and strong event participation.
- Manage post-event follow-up and reporting, including thank-you communications, stakeholder updates, and documentation improvements to support future event planning and continuous improvement.

## Sales Intern | Arthur J. Gallagher Insurance Brokerage

MAY-AUGUST 2023 | TORONTO, ON

- Produced tailored sales and business reports for clients across multiple industries.
- Enhanced understanding in varied sales techniques which contributed to new client acquisition, maintaining connections, and relationship building.
- Collaborated with producers and VPs from diverse sectors, including sports & entertainment, private equity, commercial real estate, and cyber insurance, leading to comprehension of organizational dynamics, roles, and the complexities of the insurance industry.
- Managed updates to contracts and coordinated software information for clients.
- Primary focus on sports & entertainment niche while gaining exposure to specialized insurance within other industries.

## Freelance Photographer

2020 - PRESENT

- Creatively direct and photograph graduation photos
  - Captivated over 200 graduates with over 100 bookings. Individually sort and edit over 25,000 photos using Adobe Lightroom & Photoshop
- Designed a personal website for the display of my portfolio and communications.
- Additional photography experiences: weddings, restaurants, charity events, birthdays, model submissions, and sporting events, specifically hockey and baseball.

## Marketing Intern | Ultimate Fighting Championship

MAY-AUGUST 2022 | TORONTO, ON

- Managed the UFC website and email calendars, ensuring accurate scheduling and timely promotion of weekly shows across North America.
- Compiled a comprehensive databook, initiated cold calls, and crafted tailored outreach emails to engage prospective partners.
- Assisted in creating Pay-Per-View (PPV) marketing campaigns for sponsorship partners within Canada.
- Designed sponsorship decks and researched new business prospects to expand UFC's partner network.
- Conducted in-depth market research, analyzing the Canadian media landscape and live event markets to support UFC's strategy.
- Led the complete office renovation project for UFC's Toronto office, serving as the primary point of contact for contractors and vendors. Resulted in modern, budget-friendly renovation of Downtown Toronto office.