

Charlene Green

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Calgary, AB

Summary

Analytical professional with a background in business and economics, specializing in property markets, data analysis, and stakeholder engagement. Skilled at interpreting complex datasets, reviewing property and housing trends, and communicating insights clearly to both technical and non-technical audiences.

Relevant Experience

Graduate Research Assistant Dept. of Agricultural and Resources Economics
University of Alberta | May 2024–Present | (Remote)

- Supported spatial housing market analysis on a \$150,000 municipal-focused project, preparing maps, valuations, and reports for discussions with nonprofit, academic, and municipal stakeholders.
- Recruited and coordinated 30+ housing partner stakeholders for research engagement, aligning findings with community and policy needs.
- Produced visual and statistical reports to translate technical data into clear insights for decision-makers.

Product Manager – Product Team

Clutterbot Technologies | Apr 2022–Sept 2023 | Remote

- Led market research, interviewing and coordinating feedback from dozens of users, and translated results into product feature requirements.
- Performed sales and market analysis to inform executive decision-making.
- Coordinated technical and non-technical teams across multiple time zones to deliver accurate results under deadlines.

Sales & Operations Administrator → Sales Team

Chef's Warehouse / Fine Food Stop | Sept 2018 – Oct 2019 | Calgary, AB

- Managed a high volume of inventory and customer data across 2,500+ products, ensuring accuracy and consistency in records.
- Handled detailed documentation and reporting for regulated food imports, requiring precision and attention to compliance.
- Coordinated directly with suppliers and clients, developing strong communication and relationship-building skills.
- Promoted to Sales Team for exceeding KPIs and demonstrating the ability to manage complex information with accuracy.

Supply Chain Analyst (Intern) – Major Projects

Canadian Natural Resources Ltd. | Sept 2014–Aug 2015, May 2016–Sept 2017 | Calgary, AB

- Audited \$4M in material orders, achieving \$65,000+ in verified savings through reconciliation and process checks.
- Built an expediting and monitoring system, improving transparency and data quality across departments.
- Led a contract review and closeout process for 1,800+ vendor agreements, improving compliance accuracy to 96%.

Education

Master of Science – Agricultural & Resource Economics

University of Alberta | 2023–Present (*expected Jan 2026*)

- Thesis: *Impacts of Interest Rates and Inflation on Housing Affordability in the Calgary region*
- Alberta Excellence Scholarship (\$12,000)
- 1st Place Global Winner – IFAMA Case Competition
- 3 Minute Thesis Winner
- ABBY-Net Energy Transition Summer School 2025

Bachelor of Business Administration – Supply Chain Management

Mount Royal University | Sept 2012–April 2017

- Dean's Honor Roll | Bissett Business Excellence Scholarship (\$4,000)

Leadership & Community Involvement

President, REESSA (Grad Student Association)

University of Alberta | May 2024–May 2025

- Doubled banquet attendance through strategic outreach, strengthening student–faculty relationships.
- Built partnerships between students, faculty, and external stakeholders to increase collaboration.

Graduate Student Representative, Equity, Diversity & Inclusion Committee

University of Alberta | Sept 2024–May 2025

- Contributed to the department's first EDI Committee, ensuring student perspectives informed policy development.
- Drafted the inaugural Terms of Reference for committee governance and future policy documentation.

Strategic Partnerships & Member Relations Volunteer – Messe Hannover Conference

University of Alberta & NGen: Next Generation Manufacturing | April 2025 | Hannover, Germany

- Represented the University of Alberta's Strategic Partnerships Office, connecting international industry attendees with researchers in their fields of interest to foster collaboration.
- Supported NGen's Member Relations team by conducting vendor surveys, collecting systematic feedback, and identifying opportunities to strengthen industry engagement.
- Facilitated introductions and dialogues that aligned research priorities with business needs in clean technology and advanced manufacturing.

Various Community Roles

- Event staff, Calgary International Film Festival (2021, 2022, 2025).
- "Karma Cleaning" volunteer at yoga studios in Canada and abroad.
- Candidate for VP Student Life (MRU), increasing voter turnout by 14% through campaign marketing and public speaking.
- Board Member, MRU Student Board of Conduct.

Projects & Competitions

- **IFAMA Global Case Competition (2024)** – *Winner*, team-based solution focused on international development in agrarian communities-
- **3-Minute-Thesis Competition (2024)** – *Winner*, recognized for effectively communicating complex housing research to a general audience
- **Startup Weekend Calgary (2018)** – *Winner*, built MVP and pitch for a tech-based startup
- **24-Hour Innovation Case Competitions (2015 & 2016)** – *Winner*, "Best Financials" & "Most Feasible"

References

References will be made available upon your request.