

BRENDAL TOWNSEND, MMM

Citizen of the United States; Status in Canada: Permanent Resident

C - 902-579-8155

E - Brendal.a.townsend@gmail.com or brendal.townsend@dal.ca

Professional Summary

High-performing, strategic-thinking professional with more than seven years' experience in ocean conservation and management in the non-profit and higher education sectors. Highly skilled at relationship building with stakeholders and across organizations and teams; exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with staff and stakeholders. Well-versed in all phases of recruitment and hiring, including defining job roles, assessing needed skills and qualifications, and evaluating candidates. Experienced at managing projects from the requirements gathering/needs identification phase through to completion. Strong background in administrative, research, and financial management.

Publications (full list of publications upon request)

Qualifications

- Experience with day-to-day program management of a global telemetry network;
- Experience with management of technical, communication, and data teams;
- Experience in development, implementation, and monitoring of marine science projects;
- Experience writing, editing and publishing peer-reviewed scientific manuscripts;
- Experience human resources and strategic planning;
- Experience in stakeholder, financial, and research/grants management.

Education

- Master of Marine Management, October, 2011- Dalhousie University - Halifax, NS;
- Graduate Certificate in Fisheries Management, 2010 - Oregon State University;
- Bachelor of Arts: Spanish, 2006 - Edinboro University - Edinboro, PA

Work History

Senior Program Manager 12/2016 to present

Ocean Tracking Network – Halifax, Nova Scotia

- Manage a 22 million-dollar budget and resource allocation to appropriate personnel, faculties and departments;
- Lead the development and implementation of a broad, coordinated set of strategic plans and programs to meet the goals and priorities of the OTN;
- Manage a diverse team of field technicians, communication experts, and database managers;
- Lead human resource and financial development for OTN;
- Manage multiple high-level projects and grants, globally;

- Lead the development and maintenance of OTN's infrastructure and operations, regarding acoustic telemetry;
- Lead and manage multi-collaborative partnerships that span industry, First Nations, NGO, academic, and government sectors;
- Act as national and international OTN representation at conferences and events;
- Manage appropriate education/outreach channels for the OTN, in collaboration with the communications department.

Transatlantic Program Manager, 04/2013 to 12/2016

Dalhousie University – Halifax, Nova Scotia

- Manage a 3.2-million-dollar budget and resource allocation to appropriate Dalhousie faculty and departments;
- Lead the development and implementation of a broad, coordinated set of plans and programs to meet the goals and priorities of the graduate school;
- Liaise with national and international bodies, including industry stakeholders, government organizations and academic administrative units;
- Audit, analyze and report on program performance to internal staff and external regulatory bodies;
- Manage relations with the board of directors, senior management, internal staff and students, and scientific advisory committees;
- Negotiate service and partnership agreements and manage associated costs and revenues;
- Write financial and narrative reports for relevant funding agencies;
- Lead the implementation of program policies and practices; and
- Plan, organize, schedule and coordinate all assigned project activities, including mobilization, demobilization, manpower requirements, scheduling of events, and resources required to ensure the work is executed efficiently and effectively.

Conservation Lab Manager and Research Associate, 08/2012 to 02/2016

Dalhousie University – Halifax, Nova Scotia

- Preparation and timely submission of grant applications and reports; manage all billing for grants and contracts award, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing expenditures;
- Liaise with Dalhousie University's financial and research departments;
- Managing science initiatives on a day-to-day basis to ensure progress is achieved, timelines are met, and budgets are tracked; improving existing and developing new systems and tools to support project management;
- Collaborate on the design, implementation, and reporting of Worm Lab research studies and scientific analyses;
- Provide technical review and scientific content for outreach and communications materials to industry, government, and academic stakeholders; and
- Advise and assist undergraduate and graduate students with research, publications, and other administrative and payroll duties.