

# SIMON DASILVA

56 Galley Ave, Toronto, ON M6R 1H1  
647-991-2755 | simon.dasilva87@gmail.com

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## EXPERIENCE

### COMMUNITY OUTREACH

Enterprise Canada (Metrolinx Project), Toronto  
MAY 2024 - AUGUST 2024

- Member of the community outreach team for a Metrolinx project that engaged residents and stakeholders on infrastructure projects impacting their neighborhoods.
- Delivered clear, accessible project updates through pop-up kiosks at community events and conducted door-to-door canvassing to provide personalized information.
- Addressed public inquiries, gathered feedback, and fostered positive relationships to ensure transparent communication and community support for Metrolinx initiatives.

### SUMMER CAMP COUNSELLOR AND COACH

Jack of Sports, Toronto  
JUNE 2023 – AUGUST 2023

- Supported Science, Multi-Sport and Chess camps for children aged between 5 and 12 years.
- Led, mentored and assisted campers according to their respective levels and requirements.
- Daily organization, setup and tear-down of activity areas and stations.

### DATA MANAGEMENT

Steve Clark, Member of Provincial Parliament, Queen's Park  
MARCH 2023 – MAY 2023

- Computer data entry and record consolidation for a petition the MPP organized for his constituents.
- Utilized in-house Salesforce program to track individuals/households with specific concerns.
- Recorded data for future use for specific outreach purposes.

### PC CAUCUS SERVICES INTERN

Queen's Park, Toronto  
MAY 2022 – JULY 2022

- During the election, handled front desk operations including answering and directing general public calls/inquiries, routing mail and assisting individuals as needed.
- Supported the department administrator with general duties.
- Worked with IT management to set up user computer accounts (emails, network paths, printer access, etc.) for new MPPs and staff.

JULY 2021

- Data migration and organization of voter information from local systems to the cloud website.
- Supported the IT team with various programming duties and organized the central computer lab

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## EDUCATION

St. Michael's College School, Toronto (2015-2021)

- Ontario Secondary School Diploma
- Honour Student

Western University, London (2021-2023)

- Computer Science

Fanshawe College, London (2023-present)

- Interactive Media Design

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## SKILLS

- Data Entry/Data Management
- Computer setup/installation
- Microsoft Office
- First Aid/CPR Certified
- Outreach

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## ACTIVITIES

- School Swim Team - The Blue Sharks
- School Club Moderator - Animation Club
- Provincial Political Campaign Volunteer, Elgin-Middlesex-London, 2025
- Provincial Political Campaign Volunteer, Etobicoke-Lakeshore, 2025
- Provincial Political Campaign Volunteer, London-North, 2025