

From: Sydney Smith <sms927@uregina.ca>
Sent: July 14, 2026 4:03 PM
To: R.M. of Big Arm No. 251 <rm251@sasktel.net>
Subject: Re: Administrative assistant job

Hi! We spoke a few months ago about a part-time opening for administrative assistants. I am currently attending school and exploring positions for my work placement hours. I was wondering if that position is still available? I have attached my resume if it is and would love an opportunity to speak to someone!

Thank you

Sydney

SYDNEY SMITH

Davidson, SK 306-561-7121

WORK EXPERIENCE

Permanent Adjuster | Saskatchewan Crop Insurance May 2025 - present

- Conducts field inspections and yield assessments, manages claim eligibility and calculates indemnities according to SCIC policies, production records, and program guidelines.
- Communicates directly with producers. Creates a functional and technical application of policies.

Field Summer Student | Saskatchewan Crop Insurance May 2024 - September 2024
May 2023 - September 2023

- Worked alongside adjusters, completed paperwork/claims.
- Communicated directly with producers, extensive computer data entry and record keeping, field government surveys.

Crew Summer Student | Saskatchewan Highways May 2022 - September 2022
May 2021 - September 2021

- Road maintenance, traffic support, equipment maintenance.
- Equipment work: trucks, land roller, crack sealing, and mowers.
- Supervised implementation of recommendations from the head office.

EDUCATION

Bachelor of Science Agri-Business | University of Saskatchewan Sept 2020 – Sept 2025

- Agricultural Finance & Farm Management – Financial analysis, budgeting, risk management, investment decisions, and strategic planning specific to farm and agribusiness operations.
- Agricultural Economics & Policy – Micro and macroeconomic principles applied to agriculture, government policy, international trade, and market regulation.
- Accounting & Business Management – Financial and managerial accounting, business law, organizational behaviour, and leadership within agricultural enterprises.

Advanced Local Government Administration | University of Regina Jan 2026 - Current

- Advanced Municipal Leadership & Governance
- Financial & Legislative Expertise
- Professional Development for Senior Administrators to level "A"