

Bradley Duncan

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PROFESSIONAL SUMMARY

A lifelong learner currently enrolled in the Bachelor of Arts program, and pursuing a History Honours degree at The University of the Fraser Valley. The field allows me to harness a range of interdisciplinary studies to better understand complex societal dynamics. Professionally, Executive Editor at The Cascade: a journalistic on-profit society combining my passions for journalism, storytelling, and study with over a decade of leadership and team-development experience.

SKILLS

SuperHost Certified

Naturally Adaptable

Highly Collaborative

Staff Mentoring

Creative Direction

Research and analysis

Extensive Leadership Experience

Proficient Problem Solver

Adept Communicator

Copy Editing

Collaborative mindset

Feature Writing

EDUCATION

UNIVERSITY OF THE FRASER VALLEY - Abbotsford, BC | BACHELOR OF ARTS

HISTORY, Expected in 04/2025

- Honours: Dean's List Summer 2022
- GPA: 4.04

DOUGLAS COLLEGE - New Westminster, BC | GENERAL STUDIES

General Studies, 12/2021

- Credits: 54
- Honours: Dean's List Fall 2020 and Fall 2021
- GPA: 3.92

WORK HISTORY

THE CASCADE - 1 yr 11 mos

EXECUTIVE EDITOR

01/2023 to Current

- Responsible for overseeing the operation of a non-profit organization and ensuring the accurate and timely production of a journalistic periodical.

FEATURES EDITOR - Abbotsford, BC

05/2022 to Current

HERITAGE ABBOTSFORD SOCIETY - 0 yrs 2 mos

RESEARCH PRACTICUM

05/2023 to 07/2023

- Engaged in intensive research on labour and immigration history in the Fraser Valley for an upcoming exhibition, with a focus on temporary and seasonal workers in the agricultural sector.

HOME RESTAURANT - 11 yrs 4 mos

ASSISTANT MANAGER - Maple Ridge, BC

03/2020 to 05/2022

Took a reduced role to pursue academic studies

GENERAL MANAGER - Maple Ridge, BC

01/2011 to 03/2020

- Responsible for management of a fifty-person team, including performance of all related administrative duties
- Oversaw a 48% increase in sales during my tenure
- Responsible for overseeing all hiring, training, scheduling, and promotions
- Worked in collaboration with Owner/Franchisee, and Corporate Chef to steer the direction of the company.

ACCOMPLISHMENTS

- Collaborated with Abbotsford Historical Society in the development of a new exhibit.
- Led a team of up to fifty-five staff members, overseeing years of steady growth.
- Upper-level GPA 4.10

ACTIVITIES

Published in 2022 edition of Pearls, comprising instructor-selected student writings from 2021 Douglas College student body.

CERTIFICATIONS

- SuperHost
- Food Safe
- Serving it Right

WEBSITES, PORTFOLIOS, PROFILES

- [linkedin.com/in/bradley-duncan-20753582](https://www.linkedin.com/in/bradley-duncan-20753582)
- <https://bduncan331.wixsite.com/website>