

## Peter Alexandrou

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### FORMAL EDUCATION

#### WINTERBORNE BICYCLE INSTITUTE, CANADA

- Professional Bicycling Mechanics Course

#### YORK UNIVERSITY, TORONTO, CANADA

- B.A., Kinesiology & Health Sciences
- Advanced Coaching Certificate

#### HEALTH & SAFETY CERTIFICATIONS

- NEBOSH International General Certificate (levels 1 & 2)
- NEBOSH Award in Health & Safety at Work
- Asbestos Awareness & Duty to Manage Award
- Basic Safety Award
- Hazard Recognition Award
- Workplace Inspections Award
- Accident Investigation Reporting Award
- Confined Spaces Award
- Business Case for Health & Safety
- Musculoskeletal Disorders Awareness
- Occupational & Environment Cancer: Recognition & Prevention
- First aid / CPR / AED / Lifeguard – Instructor and Instructor Trainer

#### SENECA COLLEGE OF APPLIED ARTS & TECHNOLOGY, CANADA

- Marketing, Accounting, Human Resource Management
- General Business Certificate
- Artistic Gymnastics - Coaching Diploma

#### INTERNATIONAL SCHOOL OF CORRESPONDENCE, CANADA

- Fitness & Nutrition Diploma

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### PROFESSIONAL EXPERIENCE

#### *COMMITTEE ON MISSING PERSONS IN CYPRUS*

**Health & Safety Adviser**, 2009-present

Primary duties:

- Recommending and implementing safety standards at excavation sites.
- Creating / updating Standard Operating Procedures for field and laboratory work.
- Setting up and conducting first aid training for all the workers.
- Arranging for staff training, e.g. fire, health and safety seminars.
- Excavationist: at sites investigating for potential human remains.

#### *TORONTO CPR, CANADA*

**Business Owner**, 2003-2007

This was a corporation I set up along with a business partner. Within three years we grew to a \$300 000 (€230 000) a year company. Our focus was training people in first aid, CPR, and AED in accordance with Canadian Red Cross and Workplace Safety & Insurance Board standards. We had a staff of about ten contracted instructors, and organized courses throughout the Greater Toronto Area. During my three years with the company I was responsible for:

- Generating and maintaining new accounts through marketing and selling initiatives
- Hiring and training of new staff, as well as looking after scheduling, payroll, and dealing with instructor concerns
- Organizing and scheduling over 30 courses per month
- Managing inventory: ordering and restocking, shipping to courses
- Reconciling all accounts, payroll, banking, and administration
- Dealing with inquiries and customer issues
- Maintaining the company website

#### *CANADIAN RED CROSS, TORONTO*

**Coordinator/Manager First Aid & Safety Services**, 2000-2003

Along with a staff of six full time employees we increased profits in the department by 30%. This was achieved by aggressive marketing and more efficient use of resources. My duties included:

- Preparing yearly budget and assuring adherence
- Reconciling AR and AP accounts
- Developing marketing and promotional strategies to achieve revenue expectations
- Preparing monthly reports for the Regional Director
- Scheduling courses and instructors for all first aid & CPR courses
- Hiring and training office staff, and conducting performance evaluations
- Contributing to the Senior Management Team which dealt with regional issues
- Assisted in piloting a new Sport First Aid program for the Sports Alliance of Ontario
- First Aid & CPR Instructor / Instructor Trainer, 1983-2007

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***CITY OF TORONTO***

**Leisure Complex Pool Manager, 1999-2000 (1 year contract)**

- Managing day-to-day operations of the facility such as scheduling of staff, resolving staff performance issues, and dealing with customer concerns
- Responsible for staff in-service training, orientations, and staff qualification checks
- Ensuring that safety standards and Ministry of Health regulations were maintained

***SCARBOROUGH SWIM CLUB, TORONTO, CANADA***

**SWIM COACH, 1996-2000 (part-time)**

As a swim coach I was responsible for coaching 2 novice groups, and assisting with the provincial group. In addition, I looked after taking my groups to competitions designed to orient them to the competitive world of swimming.

***LIFESAVING SOCIETY OF CANADA***

**Lifeguard Trainer, 1997-2008**

As an instructor of life guarding courses (NLS, Bronze Cross, Medallion) I was responsible for teaching young students all aspects of life guarding, examining their skills, and assuring the environment is safe and conducive to learning. Over the years I have taught over 600 students on how to become lifeguards.

***POOL PEOPLE LIMITED, TORONTO, CANADA***

**Athletic Facility Manager, 1991-1996**

My position with Pool People LTD involved the management of a multi-million dollar recreation centre of three luxury condominiums. I was responsible for:

- Maintaining a safe environment in accordance with health & safety regulations
- Facilitating the hiring, scheduling, and supervising of staff for various activities such as life guarding, swimming classes, aerobic classes, aqua-fitness classes, art classes, and martial art lessons
- Enhancing recreational opportunities by organizing events such as squash, badminton, billiard, and tennis tournaments, as well as organizing trips to various attractions

***CITY OF TORONTO (DOUGLAS SNOW AQUATIC CENTRE, NORTH YORK)***

**Head Lifeguard / Instructor, 1985-1991**

When I first started working at DSAC it was as a lifeguard. Then I obtained my qualifications to instruct swimming lessons. Soon after that I was promoted to head guard / instructor. In this position I was responsible for:

- Assisting in organizing and booking instructors for the various programs
- Assuring that students were placed in the right level and that instructors had the tools to conduct the classes effectively and safely
- Dealing with various issues as they arose

Cyprus National Guard service has been completed