

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, 2009-2014

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