



Certified Advanced
AI Leader

DATE ISSUED

August 2026



VALID UNTIL
FEBRUARY 2027

This Certifies That

Patrice Melnyk

Has Demonstrated Practical Expertise By Implementing
A Minimum Of Six AI Assistants.

Hereby Recognized As A

Certified Advanced
AI Leader

CONDUCTED BY

Phil Kirschner

TRANSFORMATION PARTNER, LEAD WITH AI

CONDUCTED BY

Daan van Rossum

FOUNDER & CEO, LEAD WITH AI

CONDUCTED BY

Henrik Jarleskog

MD, EUROPE, LEAD WITH AI

[TOOL]
**PERSONAL BOARD
OF DIRECTORS**

DPSE Squad

- created a personal board of directors as a thought partners with specific lens/perspective.
- Estimated time saved: 1-2 hours as this tool will reduce repetition, flag an gaps for re-evaluation and sharing.

[TOOL]
**AI PRODUCTIVITY
ASSISTANT**
**[Emily - Email
Assistant]**

- prioritize email flagging urgent responses and follow up. Weeding out advertisements.
- Estimated time saved: 2-3 hrs weekly

[TOOL]
**AI MEETING
ASSISTANT**

[Radar - Meetings]

- assistant to provide a high level summary of the meeting, provide notes, decisions made, action items, draft follow emails
- Estimated time saved: 1.5-2 hours per exec committee



Patrice Melnyk
Executive Coordinator
Office of the Provost and
Vice-President (Academic)
University of Alberta

[TOOL]
**AI PRODUCTIVITY
ASSISTANT**
**Cali - Calendar
Assistant**

- Gemini Gems prompt to run daily inbox/calendar summary
- Estimated time saved: 1-2 hrs

[TOOL]
**AI CODING
ASSISTANT**
TRACKER App

- Use Canvas feature within Gemini to create a tracking App that can be utilized by Executive Coordinator and Deputy Provost as a tracking tool
- Estimated time saved: 1.5-2 hrs

[TOOL]
**AI PRESENTATION
ASSISTANT**
**[Presley's
Presentations]**

- a Gem presentation architect includes standardized preferences used in all presentationbs by the Deputy Provost
- Estimated time saved: 1hr per presentation