

Thomas Adler

Victoria BC
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Relevant Skills and Experience

- More than a decade of event planning and organizing.
- Experienced in public presentations using MS PowerPoint and similar tools.
- Communicating with colleagues via MS Teams.
- Analyzing issues, identifying options, and implementing them.
- Proficient in Windows Office.

Education

Information Computer Systems (ICS) Camosun College, Victoria BC	2023-Current
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Work Experience

Alarm Monitor Price's Alarms, Victoria BC	2012-2021
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- Coordinated via Teams with colleagues to efficiently handle calls and signals such as letting a colleague know when a client had called in to avoid making extra calls.
- Input data into the system accurately and efficiently and later checked colleague's work for accuracy to ensure an up-to-date database.
- Created a script to read information and add it to the unique software while being unable to directly modify the database.

Volunteer Experience

Media Programming and Prize Coordinator Tsukino-Con, Victoria BC	2023-Current
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- Organize schedules of media showings to coordinate with general panel schedule to make popular events not conflict.
- Coordinate with other staff members and temporary volunteers to help cover each other in case of unexpected circumstances.
- Contact media companies for permissions and sponsorships.
- Using data analytics of attendee's preferences and media trends to acquire popular items, while working within an allocated budget.
- Analyze issues and identify options for future events and implement solutions.

References

Available upon request.