




# Grant Hawkins

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A responsible, hard working person who has developed excellent people, communication and leadership skills. A person who has developed a deep passion for, and knowledge of the arts, music, and education.

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## Skills

- Attention to detail
- Strong work ethic
- Reliability
- Event planning
- Public speaking
- Time management
- Communication skills
- Problem solving
- Knowledge of Canadian education systems

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## Education

MAY 2016

**Masters of Popular Music and Culture / Western University, London ON**

Thesis: "Whatever I Want: Death Grips, Disobedience and the Music Industries"

APRIL 2014

**Bachelor of Arts in Music / Acadia University, Wolfville NS**

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## Experience

JANURARY 2018 – CURRENT

**Customer Experience Representative- Operations / Indigo Books and Music, Halifax NS**

Responsible for seeing that merchandise is properly received, organized, and shelved in a timely and properly manner. The preparation for any operations needs for the store are organized and ready for the stores opening each morning. This position requires excellent communication skills along with attention to detail, organization, and an ever growing knowledge and passion for products in the store.

SEPTEMBER 2017 – JANURARY 2018

### **Production Manager / Symphony Nova Scotia, Halifax NS**

Responsible for organizing performances of Symphony Nova Scotia. This required advanced planning and communication with the venues and their representatives, as well as internal communication with coworkers to organize set-ups, floor plans, gear rental, as well as loading, unloading and driving a one-ton truck. Responsible for organizing travel (air and ground), lodging, hospitality, merchandise, and general needs of all visiting artists. Communicating with artists, management, labels, and other parties to determine the unique needs for each symphony show. Responsible for the comfort of symphony musicians as well as meeting union requirements for each performance.

MAY 2016 – SEPTEMBER 2017

### **Produce Clerk and Receiver / Pete's Fine Foods, Halifax NS**

Responsible for receiving, unloading, and storage of shipments for all store departments in a timely and orderly manner. The preparation of produce items, creating displays and helping customers with their produce needs. The proper handling of food and perishable inventory, which included maintaining a clean and orderly prep area, knowledge of a number of large variety of product and clear communication with coworkers and customers

SEPTEMBER 2014 – MAY 2016

### **Teaching Assistant / Western University, London ON**

Responsible for helping students achieve the goals and requirements of classes on various subjects including music history, critical thinking, writing skills, and media theory. Responsibilities included marking tests, assignments and exams, proctoring exams, holding weekly tutorial sessions and office hours.

MAY 2012 – APRIL 2013

### **Axe Radio Head Coordinator / Acadia Student's Union, Wolfville NS**

Head of the executive team, responsibilities included hiring and overseeing radio employees, handling and delineating the station's funding, maintaining a relationship with the school's student council, building contacts for the station with other stations, record labels, musicians, etc., as well as ensuring that the station's day-to-day operations were running smoothly and in accordance with both university, and radio mandates. Achievements included organizing and conducting interviews with local and touring musicians, increasing the amount of original programming on the station, organizing concerts both on campus in conjuncture with the university and its student union, and off campus partnering with the town of Wolfville and local businesses.

MAY 2012 – AUGUST 2014

### **Lead Custodian / Pete's Frootique, Wolfville NS**

Responsible for general maintenance, cleanliness, and appearance of store and employee areas. Served customers in several departments and kept track of money. Responsible to follow Pete's policies while providing superior customer service. Demonstrated flexibility and adaptability within several different departments and positions within the store.

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## Activities

### Credit Union iNova

Member of the Community Services Committee, and recently elected as a member of the board of directors.

### The Athenaeum

Wrote articles regarding student life and culture, met submission deadlines, editorial standards and practices.

### Axe Radio

Organized, in advance, programs for live broadcast, clearly presented information on a wide range of music-related topics and helped organize and maintain the station as a whole in administrative roles

### Gymnastics Nova Scotia

Held a number of varied positions including competitive gymnast, judge, and coach. Trained and competed internationally.

*References are available upon request.*