



NICOLE MANN

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SKILLS

- ❖ In depth understanding of multiple coding languages including HTML5, CSS6, Javascript, PHP
- ❖ Knowledge and application of MySQL, C#, and database structures
- ❖ Knowledge and application of design principles for mobile and web applications
- ❖ Adobe Suite – PhotoShop, Illustrator, InDesign, DreamWeaver, Premier Pro, AfterEffects
- ❖ Data compilation in multiple formats (video, audio, documents)
- ❖ Microsoft Office – Outlook, Word, Excel, PowerPoint, Publisher
- ❖ Developing organizational tools and systems
- ❖ Following detailed procedures
- ❖ Meeting deadlines
- ❖ Customer Service

EXPERIENCE

- ❖ **L3 Wescam** – Manufacturing Engineering Developer Summer 2018
 - Updating programs used by the Electrical Testing and Development team (ETAD)
 - Debugging ETAD programs as necessary
 - Sorting and organizing inventory
- ❖ **McDonalds** – Front Counter Staff Member Spring 2017 – Spring 2018
 - Taking orders and payment
 - Assembling and presenting orders in a timely fashion
 - Maintaining a clean and organized workstation
- ❖ **L3 Wescam** – Sales Support Associate / Project Management Coordinator Summer 2016/2015/2014
 - Compiling footage from product tests
 - Gathering and filing closing information for over 60 completed projects
 - Editing and reformatting documents
 - Developed organizational system for demonstration prep
 - System was recognized by winning 1st place in L-3 Wescam's 2015 Project Showcase
 - Prepared ancillary materials for demonstration events
 - Updated item's location via Asset Tracking System
 - Developed training documentation for Asset Tracking System
- ❖ **Cogeco Cable - Cable Box Tester** Summer 2013
 - Performed a series of tests on next generation cable boxes
 - Organized test results (Pass / Fail / NA) via Excel
- ❖ **PRACS Institute (now bankrupt) - Study Recruiting Associate** Spring 2013
 - Enrolled volunteers in clinical trials
 - Booked / cancelled / changed appointments



- Inbound and outbound calling

- ❖ Union Burger - PT Food Service

Spring 2013

- Food preparation
- Dishwasher
- Trained on cash

VOLUNTEER EXPERIENCE

- ❖ RBC Insurance Children's Christmas Party – 2010 and 2011
- ❖ RBC Insurance - Juvenile Diabetes Association Ride – 2010 and 2011

EDUCATION

- ❖ Sheridan College, Graduate Certificate in Interactive Media Management, graduated 2018
- ❖ University of Guelph-Humber, Honours Bachelor of Applied Arts in Media Studies with a concurrent
- ❖ Diploma in Media Communications, graduated 2017