

Ashley Cochrane

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INTRODUCTION:

I have been actively seeking a career opportunity that would allow me to write about varied and dynamic topics. I like the challenge of transcribing difficult and abstract ideas into easily understood concepts. I aspire to make my writing my career.

EDUCATION:

Bachelor of Journalism

Ryerson University, Toronto, Ontario
Class of 2015

Awards:

- English Excellence Certificate
- French Excellence Certificate
- Three original poems published
- two amateur authors collections
- English Excellence Certificate
- French Excellence Certificate
- Three original poems published
- two amateur authors collections

SKILLS:

Programing and Development

- Adobe Creative Suite 6
- HTML / CSS
- Final Cut Pro 7
- Nikon DSLR Cameras
- Microsoft Office Suite
- iNews

Operating Systems:

- Windows
- Linux
- Chrome OS

Communication Skills

- In-depth understanding of content delivery on multiple media platforms
- Capable of turning difficult and abstract ideas into easily understood concepts
- Comfortable and skillful interviewer who recognizes interviewees' values and voice
- Technologically proficient
- Understands the importance of harmony between a team of individuals
- Grammar enthusiast

WORK EXPERIENCE:

Bentall Kennedy

May 2015 - Present

Administrative Assistant / Accounts Payable

- Assist the general manager and the vice president of leasing with tenant and corporate related matters
- Keep track of all World Exchange Plaza building operating costs to stay within capital budget
- Manage new website content
- Oversee safety alert system
- Edit documents and write bulletins
- Organize building functions
- Design posters
- Process and file invoices using ImageNow
- Organize and file all paperwork pertaining to contractors and tenants
- Answer phone calls and inquiries about the World Exchange Plaza
- Manage all mail directed to/sent from Bentall Kennedy

Discovery Channel, Daily Planet

January - April 2015

Executive Assistant to Discoveries Producer (internship)

- Research, understand and summarize new science and technology content for the daily show
- In charge of producing the Weird Planet segment of the show
- Write scripts for hosts
- Write online summarizations of the show
- Phone and e-mail contacts for resources
- Interview show subjects
- Attend shoots and assist producers
- Work in a fast-paced environment under same day deadlines

NAV CANADA

May 2013 – Sept 2014

Flight Operations (co-op student)

- Helped write sections of aviation manuals
- Involved with simplifying and summarizing Performance Based Navigation (PBN) information to be added to the Aviation Information Manual (AIM)
- Helped schedule and keep track of flights and procedures flown at airports across Canada
- In charge of keeping contact with the pilots and assigning them ground and flight work to complete
- Remapped NAV CANADA's flight paths across Canada to the most efficient route patterns
- Helped design company posters and have photographed and filmed NAV CANADA flights to make short personal documentaries

Winners / Homesense**May 2012 - 2013*****Sales Associate***

- Cashier
- Warehouse replenishment staff dealing with new store inventory

Home Outfitters**2010 - 2013*****Guest Services and Salesman***

- Guest Services and Sales associate
- HBC MasterCard and Credit card salesman
- Restocked and decorated the store

The Shoe Company**2009 - 2010*****Salesman***

- Shoe Salesman

Tim Hortons**2009 - 2010*****Key Holder***

- In charge of the staff, counting and refilling the cash registers and closing and locking the store
- Acted as supervisor during the manager's absence

Cumberland Soccer Association**Summers 2008-2010*****Referee and Coach***

- Coached and refereed under 6 girls soccer teams

Personal Interests

- Piano
- Guitar
- Soccer
- Snowboarding
- Reading
- Writing

