

Ashley Cochrane

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INTRODUCTION:

I have been actively seeking a career opportunity that allows me to craft content on varied and dynamic topics while incorporating aspects of sociology and psychology. The study of interaction between customer and company incorporates both my journalistic and human interest.

EDUCATION:

Bachelor of Journalism

Ryerson University, Toronto, Ontario
Class of 2015

Awards

- English Excellence Certificate
- French Excellence Certificate
- Three original poems published in two amateur author collections
- Photo and Digital Imaging Certificate
- Extended French Certificate
- First place in Ontario's Provincial Skills Canada Cardboard Boat Race Documentary Challenge

SKILLS:

Software and Programming

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

Operating Systems

- Windows
- Mac OS

Communication

- 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**2010 - 2011*****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