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| **Ashley Cochrane** | | |
| 130 Somerset Street West  Ottawa, Ontario, K2P 0H9  (647) 519-6581  [www.ashleycochrane.ca](http://www.ashleycochrane.ca)  cochrane.ae@gmail.com | | |
| **INTRODUCTION:** | | |
| I have been actively seeking a career opportunity that allows me to craft content on varied and dynamic topics. I like the challenge of transcribing difficult and abstract ideas into easily understood concepts. | | |
| **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 Imagining 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 | | |

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| **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 |  |