

CORNELIA MANDA

(226) 753-4686

mandacorneliia@gmail.com

PERSONAL HIGHLIGHTS:

- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Experienced with Adobe Cloud
- On-Location Photography Expertise
- Creative Direction and Visual Storytelling
- Client-Facing Experience and Customer Service
- Ability to work independently and in a team environment
- Able to set and achieve goals and work well under pressure
- Quick Adaptability
- Organizational Skills
- Keen attention to detail
- Time Management Skills
- Interpersonal and Communication Skills
- Confidentiality Skills

EDUCATION:

September 2024 - Present	University of Waterloo	Waterloo, ON
<ul style="list-style-type: none">• Achieving a Global Business and Digital Arts Degree• Was awarded the University of Waterloo's President's Scholarship for achieving a 90 - 94.9% admission average• Was the director, screenwriter, editor, and actress for two award-winning short films		

EDUCATION:

September 2020 - June 2024	St Mary's High School	Kitchener, ON
<ul style="list-style-type: none">• Co-President & WCDsB Senate Member (2023 - 2024)• Planned, filmed, edited, and produced content as the host and coordinator for the 2023 - 2024 school broadcast, Eagles News Network, alongside a Day in a Life video• Academic Top 5% & 10% (2020 - 2024)• Student Council & Yearbook Club (2020 - 2024)• Honour Roll (2020 - 2024)		

EMPLOYMENT EXPERIENCE:

July 2025 – Present	Professional Photographer, Photos Unlimited	Kitchener, ON
<ul style="list-style-type: none">• Provide professional portrait photography services for clients in both studio and on-location settings• Independently manage all aspects of the studio, including client scheduling, setup, and day-to-day operations• Set up and operate photography equipment, ensuring optimal lighting, composition, and technical quality• Engage with clients to create a comfortable atmosphere and capture authentic, high-quality images• Coordinate with team members to manage bookings and maintain efficient workflow• Deliver exceptional customer service while maintaining brand standards		

August 2023 - September 2023 **Human Resources Assistant, YNCU** Kitchener, ON

- Scanned and digitized a vast array of documents, ensuring an efficient and organized document management system
- Collaborated with the marketing team and partook in events such as Longo's + Guelph Hope House Food Drive and Mitchell Community BBQ, promoting YNCU's positive image to the public and potential members
- Effectively represented YNCU during events, fostering a positive image and promoting the company's values and culture
- Successfully connected with professionals during meetings, establishing a network of valuable contacts for future collaborations
- Maintained confidentiality and ensured data security
- Conducted reference checks for YNCU employee candidates
- Utilized various Microsoft Office software including Outlook and Word

VOLUNTEER EXPERIENCE:

September 2023 - June 2024 **Co-President, St. Mary's High School** Kitchener, ON

- Led and oversaw the activities of St. Mary's' Student Council as Co-President
- Planned, organized, and executed various school events and initiatives in collaboration with Student Council members,
- Served as the writer, sole editor and on-air host for the school's broadcast network, Eagles News Network, created a Day in a Life video for the WCDSB Senate socials
- Collaborated as a member of the school board-wide senate to plan and coordinate board-wide events and initiatives
- Delegated tasks and responsibilities effectively to ensure successful event execution
- Represented the student body in meetings with school administration and to those in the Catholic School Advisory Council meetings

CERTIFICATES:

- Ontario Secondary School Diploma (OSSD)
- Standard First Aid and CPR-C
- WHMIS & PPE Training
- Health and Safety Training
- Conflict Resolution (Workplace Violence and Harassment)
- Customer Service Training

INTERESTS AND ACTIVITIES:

- Photography & Hiking

REFERENCES:

Ms. Cathy Burgoyne
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YNCU, Main Office
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