

# CORNELIA MANDA

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(226) 753-4686

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## 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

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## EDUCATION:

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

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## EDUCATION:

September 2020 - June 2024	<b>St Mary's High School</b>	Kitchener, ON
	<ul style="list-style-type: none"><li>• Co-President &amp; WCDSB Senate Member (2023 - 2024)</li><li>• 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</li><li>• Academic Top 5% &amp; 10% (2020 - 2024)</li><li>• Student Council &amp; Yearbook Club (2020 - 2024)</li><li>• Honour Roll (2020 - 2024)</li></ul>	

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## EMPLOYMENT EXPERIENCE:

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

- 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

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**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

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**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

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**INTERESTS AND ACTIVITIES:**

- Photography & Hiking

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**REFERENCES:**

Ms. Cathy Burgoyne Supervisor YNCU, Main Office Kitchener, Ontario N2P 2N4 519 804-9190 x612 Cburgoyne@yncu.ca	Mr. Ted Mukhar Co-Op Teacher St. Mary's High School Kitchener, Ontario N2C 2S2 519 745-6891 x3105 Ted.Mukhar@wcdsb.ca	Ms. Mia O'Connor SAC Director St. Mary's High School Kitchener, Ontario N2C 2S2 519 998-8326 Mia.OConnor@wcdsb.ca
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