

Dylan St. Hilaire

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SUMMARY OF QUALIFICATIONS

- 1+ years of project coordination and data management experience within the Film industry
- History of success working under pressure in fast-paced work environments, showcasing high adaptability and self-regulation skills
- Strong organizational abilities with the capacity to synthesize multiple streams of information to create actionable project plans
- Expert communicator (verbal, written, digital) with managerial know-how, leading teams with confidence and clarity
- Outstanding interpersonal and relationship-building skills, creating positive project outcomes by promoting safe and healthy work environments
- Tech-savvy, life-long learner who quickly implements new technical tools, techniques and working methods

TECHNICAL SKILLS

Operating Systems: Windows, Android, iOS, Mac OS, Linux

Applications & Tools: Microsoft Office 365

Tools: VMware, Google Workspace, Packet Tracer

Project Management Fundamentals: Agile, Waterfall, Scrum, Kanban, Trello, Gantt Charts

EDUCATION & CERTIFICATIONS

Google IT Support Professional Certificate Expected 2022

Junior IT Analyst Program Sept 2022 - Dec 2022

NPower Canada | Toronto

14-week intensive online class training on the fundamentals of computer technology, and project management essentials.

- Configure device operating systems including Windows and Linux, while configuring disk partitions and filesystems
- Troubleshoot and problem solve core service and support challenges while applying best practices for documentation, change management, and scripting
- Support basic IT infrastructure and networking, including DNS and DHCP, applying standard protocols with TCP/OP communications
- Configure and support PC and IoT device hardware
- Manage an organization's computers and users using Directory Services, Active Directory, and OpenLDAP
- Learn how to lay the foundations for successful Agile projects using methodologies and tools such as Scrum, Kanban
- Develop a complete understanding of the Agile project management lifecycle, key techniques and deliverables

NSCC Screen Arts Diploma July 2020

Halifax West High School | Halifax, Nova Scotia

WORK EXPERIENCE

DATA MANAGEMENT / IMAGING TECHNICIAN

Film Productions Member | Halifax, Nova Scotia | Feb 2021 - Present

- Compose management plans to secure large amounts of data on film sets, preventing data loss and profit loss for production companies
- Convey detailed information management protocols and procedures to team members to ensure data is properly captured, transferred and stored
- Troubleshoot and solve IT issues using industry-standard technology tools to ensure projects are completed on time and on-budget
- Supervise teams and provide guidance to ensure procedures are followed in accordance with quality standards
- Compile daily operation reports to inform the senior leadership team of data status developments

FIRST SCHEDULING ASSISTANT

Film Production Member | Halifax, Nova Scotia | March 2021

- Created daily production schedules for over 300+ staff using a variety of software tools, providing sound logistical direction to keep the project on track
- Managed a small production team to oversee operations and provide constructive feedback, supplying team members with the tools and resources needed to successfully execute tasks
- Trained new hires on company policies, operational protocol and list of daily responsibilities, using strong communication and interpersonal skills to build meaningful connections and foster a positive work environment
- Consistently maintained production databases to ensure ensuring active and open communication resulting in a productive and innovative work atmosphere.

ASSISTANT DIRECTING PRODUCTION ASSISTANT

Film Production Member | Halifax, Nova Scotia | July 2019

- Collaborated with team members to complete production tasks within tight timelines, creating a seamless workflow to ensure projects ran on schedule
- Constructively communicated with the team using proper etiquette to continuously keep members informed and to maintain a structured and efficient work environment
- Supervised large groups of background talent, educating them on procedures, protocols and basic film set decorum, promoting a safe and respectful environment for all to thrive