

# Gregory Withers

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## PROFESSIONAL SUMMARY

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Results-driven professional with demonstrated success in project management, coordination, and communications. A team leader with a balance of technical and interpersonal skills, such as time management, client services, problem solving, and continuous learning. Diverse experience managing complex situations with professionalism and confidentiality.

## Skills

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|----------------------|---------------------|-------------------------|
| • Project Planning   | • Creative Analysis | • Java, Processing, C++ |
| • Procedure Analysis | • Office Suite      | • Figma, UXpin          |
| • Staff Coordination | • Adobe Suite       | • Rhino, OnShape        |
| • Scheduling         | • Slack, Github     | • Twinmotion            |

## EXPERIENCE

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### Smart-Tek Communications Inc.

Richmond, BC

Site Supervisor – Installations

2012 – 2016

#### Responsibilities:

- Manage the installation and commissioning of telecommunication, security, and data cabling, such as fibre optic cabling and ISP systems, into new building developments.
- Manage major renovations of existing tenanted sites by coordinating with construction project manager.
- Create project plan with major service providers, such as Telus Communications and Shaw Communications, by participating in pre-project meetings, and performing on-site visual planning.
- Collaboration with large construction firms like Ledcor Group, Bosa Properties, and Concorde Pacific during the project planning process.
- Project Coordination:
  - Lead team of Systems Technicians in installation by following project plan and monitoring completed work.
  - Develop team of Systems Technicians through training, orientation, and initiation of internal hands-on training simulations.
- Prioritize workload based on project schedule to focus on high value tasks and work activities.
- Performed job site quality control.
- On-site design issue contingency planning and execution.
- Project Procurement – Materials ordering, logistics, and delivery to meet project schedule dates.

#### Projects:

- Park Avenue, Surrey BC – Two 46 story residential towers and connecting ground level condominiums, with three levels of secured parkade. Total of 1000 units 90 cameras and 120 secured access points.
- King George Station, Coast Capital Savings Building, Surrey BC – 10 story office building with three levels of secured parkade. Total of 90 cameras, 85 secured access points, and 900-meter underground cellphone antenna repeater system.
- The West Residences, Olympic Village, Vancouver BC – One residential tower and one low rise tower totalling 415 units with government specific children's daycare facility.

**Post Modern Sound Inc.**

Vancouver, BC

Transfer Engineer &amp; ADR Assistant

2010 – 2011

**Responsibilities:**

- Receive and organize physical materials such as hard drives, CD's, DVD's, show scripts, cue sheets, and paperwork.
- Receive, organize, and distribute digital materials such as sound files, movie files, text files, ProTools session files, and compositions using LAN server, FTP server, and ProTools Digidelivery Service.
- Performed regular data backup.
- Maintained data integrity and inventory accuracy through cataloguing and organization.
- Optimize digital content for each design department by performing file conversions, mix-downs, and ProTools OMF Session assembly.
- Distribute digital content to each design department via LAN or hard drive transfers.
- Edit and manipulate digital audio in sessions using ProTools software.
- Assist the ADR Recordist during recording sessions using Protools software, and ADAT Tape hardware.
- Troubleshoot technical issues during recording sessions such as signal tracing, audio quality checks, microphone placement checks, patch bay setup, and computer workstation errors.
- Provide hospitality to talent by ensuring their comfort and specific needs were met during their time at the studio.

**Projects:**

- Developed personal organization strategies such as a bin sorting system, and utilizing multiple workstations concurrently, which allowed for efficient time management and increased focus on high value tasks.
- Through stakeholder value analysis, designed plan to establish and maintain strong relationships with each design department. Performed specific technical evaluations to cater each delivery and/or transfer to their specific requirements increasing overall efficiency.
- Foley Editing for Episodic Television totalling 15 audio hours over 30 episodes. Award winning shows such as R.L. Stine's "The Haunting Hour".
- Foley Editing for 7 Feature Films, totalling 11 audio hours.

**EDUCATION**

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**Simon Fraser University**

2018 – 2023 (expected)

Bachelor of Arts, Interactive Arts &amp; Technology – Design

- Performed iterative creative processes, organized team projects, and led presentations
- Foundational courses in interface/interaction/spatial/graphic design

**British Columbia Institute of Technology**

2018

Associate Certificate, Project Management with Distinction

- Enhanced work experience with PMBOK-specific courses
- Expedited CAPM certification status through PMI

**Columbia Academy of Radio, Television and Recording Arts**

2010

Diploma, Recording &amp; Sound Design – Post-Production Specialty

**CERTIFICATIONS**

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**Project Management Institute (PMI)**

2018

Certified Associate in Project Management (CAPM) #223674

**British Columbia Safety Authority**

2015

Field Safety Representative (FSR) Certification #CEL000225347