

Profile

- Trustworthy, dependable, and respectful, with demonstrated customer service, problem solving and conflict resolution skills
- Organized, thorough, sets priorities and meets deadlines
- Team player, who develops strong professional relationships and works collaboratively with others
- Excellent written and verbal communication, presentation, and interpersonal skills
- Proficient with Microsoft Office, Final Cut, and Adobe Creative Suite
- Experience using NUKE compositing program

Education

Bachelor of Arts Degree

University of Carleton, Ottawa, Ontario
Major in Film Studies and minor in English

Sept. 2011 – Dec. 2016

General Arts and Sciences Certificate

Fanshawe College, London, Ontario

Sept. 2010 – April 2011

Work Experience

Arena Assistant & Operator

King Township, ON

Nov. 2019 - Present

- Hourly operation of Olympia machine to ensure optimal ice quality
- Liaise with coaches, referees, minor hockey board members, etc. to maintain schedule and oversee daily arena operations
- Constant monitoring and removal of snow, ice, and all hazards outdoors and garbage or spills indoors to ensure safe and clean facility for all users
- Implementing setup beforehand and clean up afterwards for all arena hall bookings
- Daily, weekly, monthly recording of various safety checks, including status of the Olympia ice resurfer as well as fire extinguishers, emergency exits, Covid disinfecting, etc.
- Constantly communicating with parents and patrons of the facility to oversee user safety and satisfaction
- Monitoring of the building's compressor system on a bi-hourly basis and knowledge of how it works in order to guarantee the safety of everyone inside as well as the quality of the ice

Covid Monitor

Murdoch Mysteries - Season 15

April 2021 – Feb. 2022

- Conducted the daily check-ins and screenings for the entire cast and crew
- Ensured the weekly testing was done for each member of the production despite scheduling conflicts
- Provided and monitored the correct usage of PPE on set
- Liaised with other departments of the production to maintain ongoing communication regarding Covid protocols

- Travelled across Ontario as the season's schedule necessitated, arriving before all others to ensure the screenings and check-ins were completed before call time began for the day
- Managed high-pressure situations regarding improper use of PPE on set with senior department heads with tact

Supervisor

March 2018 – Oct. 2019

Household Hazardous Waste Depot, East Gwillimbury, ON

- Delivered exceptional customer service by interacting positively and providing assistance, guidance, and feedback to customers
- Provided the public with new information on how and where to recycle or dispose of their items, diplomatically and tactfully
- Managed the operations of the Depot
- Handled the collection and security of required fees
- Helped customers with lifting of heavy objects
- Adhered to company processes and procedures including safety precautions and standards, ensuring safe and secure handling of all hazardous waste
- Conducted the daily tracking of inventory and correspondence with York Region

Video Production Experience

Carleton University

2011-2016

- Focused on documentary filmmaking, moving image practice, and screenwriting
- Trained in preproduction (shooting scripts, screenwriting) production (digital cameras, external microphones, lighting, framing), and postproduction (Final Cut, Adobe Creative Suite)
- Created various short films, including fictional and documentary
- Planned the visual elements of videos shot by shot
- Worked long hours to obtain the right shot and edits completed correctly
- Co-produced the documentary "Life By The Blade" (picked up by CBC)

Fanshawe College - Broadcast Journalism

2009 - 2010

- Reported and broadcasted for school radio station (106.9 FM The X)
 - Scanned media for news stories in preparation for upcoming broadcasts
 - Wrote news clips to be used by myself and others for on-air broadcasts
 - Travelled to meetings/events to observe, interview, and report on breaking news
 - Maintained professional appearance and presentation required for in-person and on-air conduct
 - Changed ideas on the fly and rolled with ongoing breaking news as it happened
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Intern

Apr. 2013 – Sept. 2013

Intelligent Creatures Inc., Toronto, ON

- Met with artists daily in order to chart time management and prepare reports for senior management
 - Recorded minutes during meetings with clients
 - Organized company's local computer network
 - Filled in for the editor, which included organizing team members in production and revision of film dailies
 - Managed company's social media presence (Facebook and Twitter)
 - Maintained an orderly office, including office equipment
 - Generated a 70% efficiency increase for the office recycling program
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Volunteer Experience

Lacrosse Coach

Apr. 2015 - Present

Nepean Knights Minor Lacrosse Association, Ottawa, ON

Newmarket Redbirds Lacrosse Association, Newmarket, ON

- Coach two teams of 15-20 players
- Impart knowledge and strategy of the game and instruct correct techniques
- Develop and supervise practices and contests
- Build and maintain team spirit while providing a fun and friendly environment for the players
- Ensure all players are provided equal opportunity
- Oversee the performance of each individual and make required changes to training sessions
- Teach team how to avoid injury during practice and actual competition
- Develop strong relationships and rapport with each player as well as their parents/guardians, other coaches, league and arena managers

Clubs and Associations

- Carleton Film Society

Sept. 2011 – Dec. 2016

Certifications

- Workplace Hazardous Materials Information System (WHMIS) Sep. 2021
 - International Organization for Standardization (ISO) Mar. 2017
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Awards and Achievements

- **Valedictorian** (Whitchurch Highlands Public School, Stouffville, ON) Jun. 2004
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References

- Will be provided upon request