



# NOLAN HUBBARD-RICHARDS

## OBJECTIVE

My goal is to expand my career within and spread my passion for the Sarcen Organization by obtaining the position of Communication and Culture Coordinator.

## SKILLS

- Excellent computer knowledge
- Experienced in several graphics design programs and tools
- Outstanding customer relations
- Guitar (not related to the position, but it is pretty cool)
- Self-motivation
- Ability to adapt on the fly to adversity
- I love challenges and am highly competitive with myself, pushing myself to go farther

## RELEVANT EXPERIENCE

ASSISTANT SUPERVISOR • SARCEN RECYCLING • 2008 – PRESENT

Some of my duties include: managing the depot's daily affairs through both office tasks and staff delegation; Planning and executing staff meetings and functions; Creating training plans and delivering to staff; Managing the digital workflow throughout the depot (POS system) including troubleshooting errors; Daily, weekly, and monthly reporting of neatly gathered and prepared data

## EDUCATION

GR. 12 DIPLOMA • 2005 • KHS

MANDT SYSTEM PBS • 2009 • COSMO LEARNING CENTRE

LEVEL III – APPLIED BEHAVIOUR ANALYSIS & MODIFICATION • 2015 • CLSD

FUNDAMENTALS OF NEUROSCIENCE • 2015 • HARVARDX

COMPUTER SCIENCE WITH PYTHON PROGRAMMING • 2015 • MITX

## VOLUNTEER EXPERIENCE OR LEADERSHIP

Drama Department KHS – Writer/Director/Actor – 2004 – 2005

West Zone Community Soccer – Head Coach – 2011 – 2017



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