

# Nicholas Wagner

Calgary, AB T2M 4L5

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## Work Experience

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### **Admissions Coordinator**

ABM College - Calgary, AB

January 2022 to Present

1. Verifying information with student regarding enrollment, creating enrollment contracts,
2. administer accuplacer test for ESL students,
3. verifying contracts for compliance, assisting advisors with servicing students

### **Assistant Director of Admissions**

CDI College - Calgary, AB

September 2021 to January 2022

Contact potential students, and provide them with information on program of interest. If student is interested send them aptitude assessment. If assessment passed, help student set an appointment with the Student Financial Planner and Admissions Coordinator. Continue follow ups with students to ensure they are ready to begin school.

### **Corrugator operator**

Cascades Containerboard packaging - Calgary, AB

December 2020 to August 2021

1. Calculate the right amount for each stack of cardboard using formulas provided
2. Program the number into the order
3. Check quality of order
4. Ensure the supply chain is running smoothly

### **Manager**

FM Entertainment - Calgary, AB

February 2019 to December 2020

1. Schedule staff
2. Help customers with concerns
3. Assist police if needed
4. Cash out at end of the night
5. Deposit money into bank account, and withdraw cash for the next day
6. Resolve employee disputes
7. Assist doormen when needed
8. Supervise operation during shift and adjust when needed
9. Develop standards of procedures for staff
10. Open up and lock up bar
11. Staff Hiring

## **Digital Media Designer**

Ravenoak Media Agency - Calgary, AB

December 2018 to August 2020

1. Create Digital marketing assets for clients
2. Customer support
3. Design brochures and traditional marketing assets
4. Help with client marketing strategy

## **TAC crew**

WestJet Airlines - Calgary, AB

December 2017 to February 2019

## **Program Leader**

Summit Kids

September 2017 to December 2017

plan and set up activities for the children and adjusting for different age groups

## **Floor Hand**

Prostar energy - Leduc, AB

December 2015 to March 2017

Doing all floor hand duties. These include, disassembling and reassembling parts of the pipe handling equipment, rigging up the rig, keeping the tool sea can, rig, and crew shack are organized and clean, spot equipment, making sure the proper tools are out for the job at hand, rigging and slinging well head and BOP, fuel up equipment, rigging out rig and equipment for a rig move,

## Education

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### **Diploma in Digital Design + marketing**

Bow Valley College - Calgary, AB

September 2018 to Present

### **DCS / DEC in Business management diploma program**

Reeves College - Calgary, AB

October 2019 to October 2020

## Skills

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- Cash Handling
- training
- Management
- Proficient in Adobe Creative Suite (3 years)
- CRM Software
- Business Development
- Graphic Design
- Digital Marketing

- Web Design

## Languages

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- English - Advanced

## Additional Information

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### References

- Lisa Pryce (Former Manager CDI College) 403-827-9679
- Miguel Leiva (Colleague, Former Co-worker) 587-438-8486
- Balkaran Matharu (Former Co-worker) 403-478-6780