

# NATHANWAINWRIGHT

---

## SELF ?BLURB?

I am a talented and capable customer oriented professional actively seeking an opportunity in a challenging, fast-paced environment.

Throughout my career I have demonstrated proficiency in all required functions, including document preparation, internal/external communications, customer service, and task management. In short, I'm detail oriented, am able to work independently, multitask effectively, and maintain confidentiality with highly sensitive materials.

## SUMMARY OF SKILLS

- Extensive experience providing first class front end and admin support services
- Experience being a liaison between clients, contractors, professionals
- Creating, maintaining, archive, digital and hardcopy records
- Ensuring a smooth flow of business in fast paced, deadline sensitive environments
- Languages; Swift, Objective-C, sqlite

## PROJECTS

iOS App: "Shopping List"

GitHub: <https://github.com/nwainwri/ShoppingList>

Project for Lighthouse Labs iOS Developer Bootcamp.

Goal was to make a simple application over the course of a five day turn around time.

iOS App: "<To be Named>"

GitHub: <https://github.com/nwainwri/<blah>>

Project for Lighthouse Labs iOS Developer Bootcamp.

Goal was to make a simple application over the course of a <x> turn around time.

# NATHANWAINWRIGHT

---

## EDUCATION

**Lighthouse Labs** **Vancouver** **2018**

iOS Development Bootcamp

- Studied: Objective-C, Swift, sqLite, Persistant Data... MORE NEEDED

**Sprott Shaw College** **Calgary** **2002 - 2003**

Diploma, Multimedia Design and Communications

- Studies included: history and theory of design, project management, video and photo editing, digital illustration and typography.

**Southern Alberta Institute of Technology** **Calgary** **2001**

Course: Web Design and Management

- Introduction to web design; html, java scripting and graphics creation

Course: Introduction to Programming

- Introduction to computer programming in C++

## VOLUNTEER

**FreeGeek** **Volunteer** **Vancouver** **2014**

- Learned how to receive E-waste, process metals, circuit boards, and wire for material recycling
- Assisted in keeping the facility clean

**93.1 CFIS-FM** **Producer** **Prince George** **2011**

- Recorded voice tracks for up-selling and back-selling songs
- Produced live one hour shows
- Maintained and updated website

## INTERESTS

- (14+ years) Shooting photography
- (7+ years) Studying and dissecting architecture and industrial design
- (2+ years) Learning how to utilize and maintain my 3D Printer
- (2+ years) Painting and assembling miniature game pieces

---

778 349 2562

NATHANWAINWRIGHT@GMAIL.COM

VANCOUVER, BC

WWW.LINKEDIN.COM/IN/NATHANWAINWRIGHT

GITHUB: NWAINWRI

WWW.NATHANWAINWRIGHT.CA

# NATHANWAINWRIGHT

---

## EMPLOYMENT HISTORY

- |                                                                                                               |                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CBC Vancouver</b><br><i>English Communications<br/>Assistant (Casual)<br/>Vancouver<br/>2014</i>           | <ul style="list-style-type: none"><li>• Helped with setup and tear down of internal employee events</li><li>• Performed research in regards to local CBC Events</li><li>• Recorded video and took photos of internal employee events</li></ul>                                                                                                       |
| <b>FortisBC - Natural Gas</b><br><i>Customer Service<br/>Representative<br/>Prince George<br/>2011 – 2014</i> | <ul style="list-style-type: none"><li>• Handled a large volume of incoming and outgoing calls</li><li>• Responded to emergency calls</li><li>• In-depth analysis of billing and contract concerns for customers</li></ul>                                                                                                                            |
| <b>Nintendo Of Canada Ltd.</b><br><i>Retail Ambassador<br/>Prince George<br/>2011</i>                         | <ul style="list-style-type: none"><li>• Provided one-on-one reference service and tech demos to generate interest in the product</li><li>• Tracked and reported data on product usage and sampling</li><li>• Acted as a representative for Nintendo to local retail locations</li></ul>                                                              |
| <b>Nintendo Of Canada Ltd.</b><br><i>Receptionist<br/>Vancouver<br/>2010 – 2011</i>                           | <ul style="list-style-type: none"><li>• Assessed, and screened high volume of inquiries</li><li>• Provided extensive product information to home users</li><li>• Verified and balanced multiple transactions and bank deposits.</li><li>• Efficiently managed simultaneous priorities in addition to clerical duties</li></ul>                       |
| <b>ASKA Research</b><br><i>Support Services<br/>Vancouver<br/>2009</i>                                        | <ul style="list-style-type: none"><li>• Maintained website content, designed electronic and hard copy brochures</li><li>• Assisted President with preparation of forms and documents needed for collecting clinical trial statistics</li><li>• Researched materials for educational workshops and future business development</li></ul>              |
| <b>Peter Jensen Homes</b><br><i>Personal Office Assistant<br/>Vancouver<br/>2009</i>                          | <ul style="list-style-type: none"><li>• Researched legal documents pertaining to new properties</li><li>• Handled inquiries from interested buyers, scheduled home showings</li><li>• Liaised with company accountant to co-ordinate all related paperwork for previously un-filed tax years</li></ul>                                               |
| <b>Gibbs Gage Architects</b><br><i>Assistant to the Contract<br/>Admin Dept.<br/>Calgary<br/>2006 – 2009</i>  | <ul style="list-style-type: none"><li>• Managed and archived building plans, schematics, records and confidential documents</li><li>• Transcribed Architects' / Engineers' notes from master drawing set to multiple sets</li><li>• Photographed and compiled documentation of interior and exterior projects to build architect portfolio</li></ul> |

---

778 349 2562

NATHANWAINWRIGHT@GMAIL.COM

VANCOUVER, BC

[WWW.LINKEDIN.COM/IN/NATHANWAINWRIGHT](http://WWW.LINKEDIN.COM/IN/NATHANWAINWRIGHT)

GITHUB: NWAINWRI

[WWW.NATHANWAINWRIGHT.CA](http://WWW.NATHANWAINWRIGHT.CA)