

PAIGE JAMES

paigemjames98@gmail.com | 226-378-3712 | Thunder Bay, Ontario

Summary

I am a goal-oriented young professional who recently finished my Bachelors Degree in Physics and currently perusing an Advance Diploma in Software Engineering. I have strong people skills, I enjoy interacting with customers and team members and I strive to create a warm and welcoming environment wherever I am.

Experience

Bayside Geoscience | Thunder Bay, ON

Geological Technician

11/2022- current

- Prepared geological samples for lab analysis.
- Assess the physical, mechanical and chemical properties of soil and rock in order to design foundations, retaining structures and earthworks.
- Encountered new software and technologies and quickly adapted to their use based on client specifications.
- Collaborated with different teams and clients for various projects as required.

Dias Geophysical | Saskatoon, SK

Field Geophysicist

02/2022- 01/2023

- Responsible for installing and maintaining geophysical equipment, operating in-house and commercial software, and managing data collection and data transfer
- Work closely and maintain strong communication with other team members, supervisors in the field and in office as well as the client for each survey
- Verify and control, quality control of geophysical data and required corrections of field procedures

Pivot Subscriptions | Saskatoon, SK

Department Manager

08/2021- 01/2022

- Responsible for ensuring that work orders are created and completed by my team of 15+ sewers.
- Ensured that materials and supplies were purchased on time to avoid delays in production, including working with shipping forwarder two navigate delays
- Maintained communication with other departments to ensure all products were being completed in a timely manner and to ensure all technology was working effectively for our team.
- Responsible for communicating delivery and pickup times with customers as well as scheduling couriers in the most effective way.
- Oversaw warehouse staff as products and parts were picked for delivery.
- Responded to customer questions and concerns via email and over the phone.
- Organized collections of furniture for large corporate accounts such as hotels and apartment complexes.

Operations Specialist

06/2021- 08/2021

- Led startup and opening of a face mask and other accessories business and provided business development, creation of operational procedures and workflow planning.
- Created highly successful marketing and branding strategies.
- Responsible for designing, sewing, packaging and marketing all products.

Once Upon A Seam CA | Kingston, ON

Founder

06/2020 - current

Physics and Engineering Physics Student Council | Kingston, ON

President

05/2019 - 04/2020

- Have sold over 3000 units to date.
- Organized a \$5000 Budget and extensive Strategic Plan and took on a leadership roll within the executive.
- Responsible for room bookings, food prep and communication between the department and the students, as well as event promotion for various events.
- Acted as a voting member and voice for physics students on Student Council Assembly and Arts and Science Faculty Board.

Queen's Bands | Kingston, ON

Operations and Finance Manager

05/2019 - 04/2020

- Collaborated with operations manager on staff compliance with all financial and banking regulations.
- Organized a \$100 000 budget, reimbursed members of the executive for purchases made, maintained good financial records and ensured all account were balanced.
- Participated as a voting member of the Executive

Queen's Bands | Kingston, ON

Quatermaster

05/2019 - 04/2020

- Responsible for outfitting the oldest and largest student run marching in traditional Scottish dress as well as repairing any broken uniform parts.
- Took on a leadership role and acted as a support system for students in the band who may be struggling to maintain and social and academic life.

Skills

- Issue and conflict resolution with guests and team members.
- Strong work ethic.
- Advanced leadership skills.
- Demonstrated career oriented goals and work driven mindset.
- Passionate, enthusiastic and friendly.
- Ability to adapt to new situations easily.
- Advance computer skills, including the ability to learn new programs and software's quickly.
- Strong attention to detail, highly organized and a strategic planner.

Education

Queen's University | Kingston, ON

Bachelor of Science Honours in Physics- Graduated June 2021

Centennial College | Distance Learning via Toronto Campus

Ontario College Advance Diploma | Software Engineering Technology – Expected Graduation May 2024

References

Available Upon Request