

SÉANIN STEELE

101A West River St.,
Paris, ON, N3L 2V4

Cell: 226 747 4298
seaninsteele@gmail.com

SKILLS AND QUALIFICATIONS

- Work enthusiastically in a team or independently, and enjoy challenging environments
- Dedicated to customer satisfaction, and excellence
- Excellent analytical and problem-solving skills, rapid skill acquisition
- Consistent ability to work efficiently under pressure and organize while multitasking

EDUCATION

University of Western Ontario September 2017 – Present

- Currently working towards a Master's of Library and Information Science degree (MLIS)

Humber College May 2015 – August 2015

- Achieved a post-grad certificate in Creative Book Publishing with Honours, specializing in Editorial, Marketing and Literary Agenting

University of Western Ontario 2011 – 2015

- Obtained an Honours Specialization in English Language and Literature and Creative Writing, and a Minor in Classical Studies

WORK EXPERIENCE

Proofreader, Ernst & Young, Toronto, ON July 2017 – September 2017

- Proofread financial statements to company style, focusing on numerical accuracy as well as spelling, grammar, and punctuation
- Continued independent training during slow periods

Recording Secretary, Libram Recording Services, Toronto, ON October 2015 – August 2017

- Attended client meetings respectfully and punctually
- Transcribed the events of the meetings to the standard expected by the client

Editorial Intern, Dundurn Press, Toronto, ON May 2016 – September 2016

- Assisted in manuscript development at all stages from initial edit to checking printer's proofs
- Compiled editorial materials such as images, figures, tables, and indexes, and fact checking
- Created BooksOnix records for new titles, including writing copy
- Performed additional specific checks of manuscripts for the editorial department as needed

Editorial Intern, Cormorant Books Inc., Toronto, ON

August 2015 – December 2015

- Proofread manuscripts to ensure correct spelling and grammar, continuity, and formatting
- Read manuscripts and delivered reader's reports to supervising editor, checked printer's proofs
- Read and evaluated manuscripts from the slush pile and open submissions

Volunteer Editor for the Humber Creative Writing Program, Toronto, ON

2015

- Provided a number of editorial services, including developmental editing, line editing, copy editing, and proofreading, of fiction manuscripts for Humber creative writing students

Editorial Assistant, Canadian Poetry Press, London, ON

2013- 2015

- Accurately and efficiently transcribed and edited poetry projects as assigned
- Carefully handled all microfilm, microfiche, and old or rare books
- Made appropriate and responsible use of office space including reliable use of office key

Data Analyst, Municipal Property Assessment Corporation (MPAC), Kitchener, ON Summer 2014

- Analyzed property imagery in detail and reconciled property assessment data on Excel spreadsheets to ensure easy access and more accurate information for management as part of the Data Cleanse Project
- Executed duties in an accurate and efficient manner resulting in early completion of this stage of the project
- Maintained confidentiality in all aspects of the project at all times

Cashier/Office Manager/Lifeguard/Instructor, City of Cambridge, ON

Summer 2013

- Greeted patrons upon entry to facility, enforced all facility policies
- Handled sales of passes, drop-ins and swim lesson registration and general admin tasks
- Answered phone inquiries in a professional and helpful manner
- Used lifeguard qualifications while at facility

Coach, Cambridge Aquajet Swim Club, Cambridge, ON

Summer 2011, 2012, 2013

- Mentored and taught children and adults to swim competitively in a relaxed environment
- Used lifeguard qualifications on deck with swimmers
- Interacted respectfully with parents and swimmers at all times
- Focused on fun, fitness, and technique as per the Summer Swim League aims

Exterior Painter, Co-Job Site Manager, Ayr and Cambridge, ON

Summer 2012

- Assisted clients and handled payment when necessary
- Ensured that all equipment and materials were in proper working order and that all safety procedures were being followed
- Managed fellow painters to ensure the budget for each project was being met