

# Shayna Kingsbury

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## Education

- 2016 – current    **Web Development (Post-Graduate Program)**  
Humber College, Toronto ON  
Expected Graduation: August 2017
- 2012 – 2014    **PCP Certification**  
Canadian Payroll Association  
Payroll Compliance Practitioner
- 2009 - 2011    **Diploma, Office Administration – Executive**  
Conestoga College, Kitchener ON  
Graduated May 2011

## Qualifications

- Experience with PHP, MySQL, JavaScript, jQuery, Python, HTML5, CSS3, AJAX, Git, Oracle SQL, and SQLite
- Previous experience with C, C#, C++, Turing, Visual Basic, Java
- Experience working with APIs and XML
- Experience working with various frameworks (such as Laravel, Bootstrap, Materialize, flask, phpMyAdmin)
- Work with both Windows and Linux
- Can type over 100+ WPM
- Can work both independently and in a team
- Excellent communication skills
- Great time management skills

## Work Experience

- 2014 – current    **Co-owner**  
**Point Entertainment Toronto**
- Created and maintain the website
  - Organize and promote events within the city
  - Hire and organize DJs and promoters
  - Analyze financials for each event
  - Analyze business trends to determine number of customers

- 2016 – 2017      **Scheduling Administrator**  
**Maple Leaf Sports and Entertainment**
- Assisted the Systems Team during upgrades for the scheduling software with testing and security
  - Trained new employees
  - Scheduled over 3,000 hourly employees with numerous Collective Bargaining Agreements
- 2013 – 2016      **Scheduling Coordinator**  
**Maple Leaf Sports and Entertainment**
- Increased efficiencies within the department by automating manual reports using Microsoft Excel and Visual Basic
  - Phone screened and interviewed potential new employees
  - Assisted with the planning, organization, and implementation of various events for over 3,000 part time employees
  - Trained employees and managers on the new scheduling software
  - Assisted with the negotiation of several Collective Bargaining Agreements
  - Analyzed and compared labour and financials per event and per month and presented findings at weekly meetings
- 2011 – 2013      **Scheduling Administrator**  
**Maple Leaf Sports and Entertainment**
- Responded to staff inquiries via phone, e-mail, and web
  - Created staff schedules for events
  - Used guidelines in Collective Bargaining Agreement for scheduling
  - Worked in fast paced and time sensitive workplace
  - Assisted with payroll

**References Available Upon Request**