

RESUMES

MEDIA STUDIES

Page#	Table Of Contents
2	3D For Production
3	Advertising & Graphic Design
4	Advertising Media Sales
5	Broadcast Television & Videography
6-7	Film and Television Production
8-9	Fundraising & Volunteer Management
10	Fundraising & Volunteer Management 2
11	Graphic Design
12	Graphic Design For Print & Web
13	Journalism
14	Media Communications
15	Multimedia Design
16	Creative Photograph
17	Post Production
18-19	Public Relations
20	Radio Broadcasting
21	Television Writing & Production
22	Visual & Digital Arts
23	Package & Graphic Design
24	Film Production
25	Media Copy
26	Interactive Multimedia
27	FMTV
28	Web Design, Development & Maintenance
29	Net Management

Humber College Career Services

3D for Production Resume

205 Humber College Blvd., Toronto, ON M6Y 3L4
416-222-8383 • 3d4prod@humbermail.ca
Linkedin.com/in/3dprod

PERSONAL PROFILE

- Creative individual who is able to take direction
- Committed to producing quality pieces that are unique in nature
- Extremely detail-oriented and performs sufficient research for assigned projects to ensure accuracy
- Willing to learn and expand on knowledge with changing technologies

RELEVANT SKILLS AND QUALIFICATIONS

- Ability to model with polygons and surfaces in 3DS MAX 5-9
- General capabilities in rigging, animation, UV mapping and texturing
- Strong knowledge of Adobe Photoshop, Premiere, Sound Forge, Autodesk 3DS MAX and Dreamweaver
- Ability to undertake multi-disciplinary projects
- Knowledge of MAXscript and proficiency in C/C++ and ASP

EDUCATION

3D Modeling and Visual Effects Production Certificate Sept. 2014 – Present
Humber Institute of Technology and Advanced Learning, Toronto, ON

- Relevant courses: Digital Painting, CG Foundations and Technology, Inorganic Modeling, 3D Lighting and Rendering, 3D Post-Production

PROFESSIONAL EXPERIENCE

3D Artist Mar. 2011 – Present
Ganz Inc., Toronto, ON

- Creative concept, modeling, and texturing for dozens of creative assets for the Webkinz world and a real time 3D web engine

3D Character Modeler Sept. 2010 – Jan. 2011
PEN Production, Mississauga, ON

- Completed modeling, unwrapping, and facial morphers for two characters appearing in a network commercial

Fulltime Generalist Internship Jun. – Aug. 2009
Key Frame Digital Productions, Niagara Falls, ON

- Performed 3D modeling, texturing, and animation on various projects
- Backgrounds, animation and character rotations for animation for Shining Stars “webisodes”

ADVERTISING & GRAPHIC DESIGN

1245 Creative Avenue, Toronto ON S9R 3W2

(416) 555-5555 advertising@yahoo.ca

Linkedin.com/in/adgraphdesig

EDUCATION

Advertising & Graphic Design Diploma

2013 - 2015

Humber Institute of Technology and Advanced Learning, Toronto, ON

HIGHLIGHTS OF SKILLS AND QUALIFICATIONS

- Specialized knowledge of print campaigns and logo development
- Ability to set production budgets and schedules using Excel and Microsoft Word
- Knowledge of television storyboarding and corporate imaging
- Highly dedicated, goal-oriented; able to make effective use of all available resources
- Superior presentation skills; creative, organized and detail oriented
- Complete projects in a restricted time frame
- Understands facets of visual communication, including colour theory, conceptual process, typography, corporate design and marketing strategies

COMPUTER SKILLS

- MS Word & Excel
- Photoshop
- Premiere
- After-Effects
- Illustrator
- QuarkXPress

EMPLOYMENT EXPERIENCE

In-house Design Intern

2015

Wolfgang's Studios, Toronto, ON

- Assist designers by suggesting creative ideas
- Projects include poster layout and design, corporate images, and book design
- Assist in Ad order placement

Office Production Assistant

2014

Associated Producers, Mississauga, ON

- Assembled production packages for distribution
- Responsible for coordinating dubbing house projects
- Supervised and processed complex photocopying orders

Assistant to the Director

2012 - 2013

Short Film Festival, Toronto, ON

- Cold calls to potential sponsors
- Coordinated logistics of equipment and staffing
- Received and logged submissions for the selection committee

REFERENCES & E-PORTFOLIO AVAILABLE UPON REQUEST

321 Lakeshore Blvd. W.
Mississauga, ON L5T 3E4
(905) 999-9999
mediaselloff@rogers.com
[Linkedin.com/in/admediasales](https://www.linkedin.com/in/admediasales)

ADVERTISING-MEDIA SALES

SKILLS & QUALIFICATIONS

- Strong written and oral communication skills
- Professional sales approach with personal integrity and accountability
- Proficient in MS Office and Maximizer for CRM management
- Experience developing successful media campaigns
- Understands and implements effective target market analysis
- Negotiate sales contracts

EDUCATION

Advertising Media Sales Diploma Apr. 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

EMPLOYMENT EXPERIENCE

Advertising Sales Representative Jan. 2014 - Present
Southam Inc., Toronto, ON

- Develop sales leads
- Exceeding sales revenue budgets
- Represent media at industry events and conferences

Media Buyer Aug. - Dec. 2013
Monroe Publications, Brampton, ON

- Purchased ad space for newspaper and trade magazine publications
- Managed territory for major accounts
- Trained new staff in procedures

ACCOMPLISHMENTS

- Awarded Sales Representative of the Year at Monroe Publications 2012
- Traveled extensively to Europe, Asia, South America 2008-2014
- Speak and write English and Mandarin
- Maintained honours throughout program 2013-2015
- Appointed leader of 7 students by professor for media campaign final project 2015

REFERENCES AVAILABLE UPON REQUEST

BROADCAST TELEVISION AND VIDEOGRAPHY

123 Fake Street, Toronto ON L4L 3P6
Home: (555) 555-5555 Mobile: (555) 555-5554
brtv2011@humbermail.ca LinkedIn.com/in/btv

PERSONAL PROFILE

- Strong communication skills and efficient work ethic
- Motivated and hardworking individual with an attention to detail
- Vast technical knowledge of camera and lighting equipment
- Experienced picture editor and switcher for Humber College live events

TECHNICAL SKILLS

- **Camera:** Panasonic HVX200 and AF-100; Canon T2i, 7d, and 5d; Sony F100
- **Computer:** Final Cut Pro 7, ProTools 9, Adobe After Effects and Photoshop

EDUCATION

Broadcast Television and Videography Diploma (Honours) Apr 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

Media Foundation Certificate (Honours) Apr 2013
Humber Institute of Technology and Advanced Learning, Toronto, ON

WORK EXPERIENCE

Street Team Camera Operator (Intern) Feb 2015 – Apr 2015
Global Television, Toronto, ON

- Composed shots for Global News street team
- Placed microphones and monitored sound

Camera Assistant May 2014 – Sept 2014
HGTV, Toronto, ON

- Assisted camera operator with setting up camera
- Handled wire and cleaned camera equipment

VOLUNTEER EXPERIENCE

Production Assistant Jun 2013
CoolCam Productions, Cambridge, ON

- Drove equipment truck from production studio to shooting location
- Unloaded gear from truck (lifted 40 – 60 lbs.)

EXTRACURRICULAR ACTIVITIES

Westdale Heights Community Movie Club May 2011 – Jun 2015
Humber TV – Production Team Sept 2014 – Dec 2014

REFERENCES AVAILABLE UPON REQUEST

Film and Television Production

922-930 Anywhere Drive, Toronto ON M9W 6Z5
(416) 555-5555 // philnoir@humbermail.ca
Linkedin.com/in/filmtv

HIGHLIGHTS OF QUALIFICATIONS

- Film graduate with knowledge of visual effects and directing
- Post-production specialization
- Ability to set production budgets and schedules using Movie Magic and Excel
- Experience as a Production Manager and Post Supervisor
- Knowledge of sound and lighting aesthetics
- Highly dedicated and goal-oriented; able to make effective use of all available resources
- Extensive knowledge of 16mm cameras, film type and lenses
- Familiar with Betacam SP, Digital Betacam, D2, 1 inch, SVHS VTRs, VHS
- Basic understanding of vector scopes and waveform monitors

COMPUTER SKILLS

- | | | | |
|-------------------|---------------|-----------|-----------|
| • Microsoft Word | Photoshop | iMovie | Final Cut |
| • Microsoft Excel | Illustrator | iDVD | Premiere |
| • Movie Magic | After-Effects | Media 100 | Avid |

EDUCATION

Film and Television Production Diploma

Humber Institute of Technology and Advanced Learning, Toronto, ON

May 2015

EMPLOYMENT EXPERIENCE

Tape Operator Intern

Tasteless Productions, Toronto, ON

Feb 2015-Present

- Assist editors, colorists and composers by loading, unloading cassettes, patching and/or routing VTR and assorted machines
- Prepare screening copies of cassettes of all formats: lay black, bars, tone and time code

Office Production Assistant

The Sopranos Accounting Firm, Toronto, ON

May 2013 - Aug 2014

- Assembled production packages for distribution
- Responsible for coordinating dubbing house projects

Film and Television Production

(416) 555-5555 // philnoir@humbermail.ca // [Linkedin.com/in/filmtv](https://www.linkedin.com/in/filmtv)

page 2

Assistant to the Director

Short Film Festival, Hamilton, ON

Sept 2012 - Apr 2013

- Made cold calls to potential sponsors
- Coordinated logistics of equipment and manpower
- Received and logged submissions for the selection committee

ACADEMIC PROJECTS

Production Manager, *Mombot*

Humber College/Bad Tattoo Productions

January 2015

- Dropped off and picked up film at the end of every shoot day
- Communicated with lab regarding special processing instructions
- Worked closely with the producer and post supervisor to coordinate deadlines
- Ensured crew was informed about all impending pre-production deadlines and that all deadlines were met

Post-Production Supervisor, *I Believe*

Humber College/Aura Films

November 2014

- Set all post-production deadlines in accordance with faculty requirements
- Met with post-production keys to review progress and schedule appointments for offline and online reviews with faculty members
- Created and updated post-production binder

PORTFOLIO AND REFERENCES AVAILABLE UPON REQUEST

Fundraising and Volunteer Management

10 Smith Road, Toronto, Ontario M8Z 2K7
(416) 555-5555 | b_fundraisi@gmail.com
Linkedin.com/in/fundraising

PROFILE

Fundraising

- Supported school programs as a volunteer
- Organized “School Fair” activities to raise funds for literacy program

Interpersonal

- Ability to generate and build professional working relationships
- Talent for motivating volunteers and staff
- Demonstrated experience in overseeing projects from conception to completion in a timely manner
- Excellent communication skills – written and oral
- Keen ability to manage several projects concurrently

Leadership

- Responsible for leading teams of up to 10 people on two occasions
- Appropriately delegated tasks amongst team and provided equal support

EDUCATION

Fundraising and Volunteer Management Post-Graduate

Sept 2014 - Present

Humber Institute of Technology & Advanced Learning, Toronto, ON.

Bachelor of Arts

Jun 2014

University of Western Ontario, London, ON.

ACADEMIC HIGHLIGHTS

- Theoretical training in Canadian Philanthropic Environment and Non-Profit Business, marketing Communication and Proposal Strategies
- Strategic/Operational Management
- Annual Giving and Capital Endowments
- Human Resource Management
- Relationship Building and Presentation Skills
- Major Gifts, Planned Giving & Endowments, Donor Relationship Management, institutional Giving and Sponsorship,
- Computer Applications, Direct Marketing & Merchandising and Project Management – Concept & Execution

Fundraising and Volunteer Management

(416) 555-5555 // b_fundraisi@gmail.com // [Linkedin.com/in/fundraising](https://www.linkedin.com/in/fundraising)

EVENTS

United Way Clothing Drive, Humber College	2014
Senior Leader Orientation Events, Humber College	2014
Literacy Development School Fair, Fairview High School	2013
Terry Fox Foundation Supporter, Greater Toronto Area	2011 - Present

EXPERIENCE

Manager 2011 - Present

Body Shop

- Coordinates schedules for employees
- Motivates employees to reach sales goals through appropriate support and product education
- Promotes corporate charity, *The Body Shop Foundation*

Office Assistant, UWO Student Union 2010 - 2011

UWO

- Co-ordinated all Board and Audit meetings for Student Union
- Managed logistical requirements for meetings, including attendance list and pertinent board package material distribution.
- Maintained all confidential documentation

REFERENCES AVAILABLE UPON REQUEST

Fundraising & Volunteer Management

956 Burroughs Road Toronto ON // 416-555-5555
ib_fundraising@email.com // [Linkedin.com/in/fundraising](https://www.linkedin.com/in/fundraising)

EDUCATION

Fundraising & Volunteer Management Diploma Sept 2014 - Present
Humber Institute of Technology & Advanced Learning, Toronto, ON

Bachelor of Arts, Psychology Sept 2007- May 2011
York university, Toronto, ON

Theoretical training in:

- Canadian Philanthropic Environment and Non-Profit Business
- Marketing Communication and Proposal Strategies
- Strategic/Operational Management
- Annual Giving and Capital Endowments
- Human Resource Management
- Relationship Building and Presentation Skills
- Planned Giving & Endowments
- Institutional Giving and Sponsorship
- Donor Relationship Management
- Direct Marketing & Merchandising
- Project Management – Concept & Execution

EXPERIENCE

Community Leader 2014 - Present
Canadian Red Cross

- Works with a team of four students to promote initiatives to support organization programs and reputation
- Takes initiative to provide creative strategies to initiatives

Circulation Clerk 2014 - Present
Mississauga Library

- Established excellent relationships with colleagues and patrons of the library
- Ensured all books were placed on shelves according to call number

Customer Services Clerk 2012 - 2014
Shoppers Drug Mart

- Received and displayed stock

VOLUNTEER

Prevention Campaign Assistant 2014 – Present
Diabetes Association, Toronto, ON

Event Assistant 2013
CNIB Walk a Thon, Toronto, ON

Office Assistant 2012 – 2013
Children in Crisis, Toronto, ON

Volunteer Management Assistant 2011 – 2012
Big Brothers Big Sisters, Toronto, ON

REFERENCES AVAILABLE UPON REQUEST

Graphic Design

Paint Brush Ave. Mississauga, ON J9J 3F2
(905) 555-5555 | art@humbermail.ca | [Linkedin.com/in/admediasales](https://www.linkedin.com/in/admediasales)

HIGHLIGHTS OF SKILLS AND QUALIFICATIONS

Graphic Design:

- ◆ Experienced in magazine design and layout
- ◆ Produced dozens of flyers for various activities and events using graphics, typefaces and innovative layout elements for eye-catching display
- ◆ Designed promotional materials and business brochures for small business clients
- ◆ Designed and supervised production of full-color travel brochure

Computer Skills:

- ◆ MS Word
- ◆ Corel WordPerfect
- ◆ PageMaker
- ◆ Quark Xpress
- ◆ Adobe PhotoShop
- ◆ Illustrator

PERSONAL PROFILE

- ◆ Self-motivated, energetic worker who consistently meets deadlines
- ◆ Commended for reliability and trustworthiness in completing tasks
- ◆ Background demonstrates proven organizational and communication skills
- ◆ Detail-oriented individual with excellent analytical and project-tracking skills
- ◆ Recognized for ability to juggle multiple tasks and meet deadlines

EDUCATION

Graphic Design Diploma

Humber Institute of Technology and Advanced Learning, Toronto, ON

May 2015

EMPLOYMENT EXPERIENCE

Staff Artist (Part-Time)

Home and Family Magazine, Toronto, ON

Jan 2011 - Apr 2013

- ◆ Assisted in layout, photo displays and original drawings
- ◆ Advised and assisted advertisers and writers
- ◆ Worked directly with editor-in-chief and printers

Sales Associate

Camille's Fashion Boutique, Toronto, ON

Jan 2010 - May 2011

- ◆ Handled various cash transactions
- ◆ Demonstrated excellent customer service and product knowledge
- ◆ Maintained layout designs
- ◆ Trained and managed new hires in absence of manager

REFERENCES AVAILABLE UPON REQUEST

GRAPHIC DESIGN FOR PRINT AND WEB

20 Lebronade Road, Toronto ON. LBJ 23W
(416) 555 – 5555 | graphydesign@humbermail.ca | LinkedIn/in/graphdesiprintweb

PERSONAL PROFILE

- Excellent communication skills shown through extensive experience dealing with clients
- Exceptional time management demonstrated through managing multiple projects at once
- Superior presentation skills; creative, organized and detail oriented
- Proficient design skills and efficient computer knowledge

COMPUTER SKILLS

- **Adobe:** Photoshop, Illustrator, Flash, Dreamweaver, InDesign, After Effects
- **Microsoft Office:** Word, Excel, PowerPoint, Access

EDUCATION & CERTIFICATIONS

Graphic Design for Print and Web Certificate Sept 2014 - Apr 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

Student Leadership Certificate Sept 2013 - Apr 2014
Humber Institute of Technology and Advanced Learning, Toronto, ON

Bachelor's Degree in Fine Arts Sept 2009 - Apr 2013
York University, Toronto, ON

WORK EXPERIENCE

Graphic Design Assistant (Internship) March - April 2015
Global Media World, Toronto ON

- Assisted designers with ad order placement
- Assembled production packages for distribution
- Projects included: poster layout and design, corporate images, and book design
- Took great initiative with proposing new ideas for collaboration during team meetings

Office Clerk May – August 2014
TJR Productions, Brampton ON

- Filed contacts, budget sheets, etc. into Excel documents
- Answered phone calls and dealt with customers
- Communicated with design consultants informing them with locations of meetings

Sales Representative (Volunteer) July 2012 – February 2014
DesignMe Paper Factory, Brampton ON

- Served customers and provided product knowledge in a courteous, friendly manner
- Stocked paper supply and organized shelves
- Took orders over the phone and from online database

REFERENCES AVAILABLE UPON REQUEST

Journalism

21 The Scoop Crescent, Toronto, ON M9Y 1Y8
(416) 745-9889 | Jour.Alism@email.com | [LinkedIn.com/in/journalism](https://www.linkedin.com/in/journalism)

HIGHLIGHTS OF QUALIFICATIONS

- Excellent communication, interpersonal and organizational skills
- Skilled at various interviewing techniques
- Comfortable dealing with and interviewing people in high positions of authority
- Newspaper and Broadcast writing skills
- Able to research and organize information within time constraints
- Built trust and rapport with news sources
- Computer Skills: MS Word, Excel, Access, PowerPoint, Adobe Dreamweaver, InDesign, Bridge, and Photoshop

EDUCATION

Journalism Diploma Sept 2013 - May 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

EMPLOYMENT EXPERIENCE

General Assignment Writer (Internship) Jan - Apr 2015
Toronto Star, Toronto, ON

- Researched, developed and wrote original feature material for newspaper
- Gather key facts and quickly write stories to match deadlines

Associate Art Director Jan - Apr 2014
Arts on the Edge (Humber Trade Publication), Toronto, ON

- Implemented innovative and creative eye-catching page design
- Create computer-generated original graphic design

Sports Writer Sept 2012 - Apr 2013
Humber Etcetera, Toronto, ON

- Reported and photographed all newsworthy sports events for campus newspaper

Administrative Assistant Jun 2011 - Aug 2012
Young Enterprises, Milton, ON

- Represented the company in a professional and business-like manner at meetings and over the telephone
- Used Excel, MS Word and Corel WordPerfect to prepare company documents

LEADERSHIP EXPERIENCE

Sports Lead July 2014 - Present
Slapshot Mag, Toronto, ON

- Assist new contributors to develop their new stories for online magazine
- Responsible for editing and submitting an average of 20 stories per week

Media Communications

12 Edit Street West, Toronto, ON

Home: (905) 555-5555 | Cell: (905) 555-5555

edit@humbermail.ca | LinkedIn/in/mediacommunication

EDUCATION

Media Communication Diploma

Sept 2013 - May 2015

Humber Institute of Technology and Advanced Learning, Toronto, ON

PERSONAL PROFILE

- ▲ Developed a strong commitment to excellence in the printed and published word
- ▲ Demonstrated skills in developmental editing and copy editing
- ▲ Collaborated on writing and editing projects
- ▲ Provided accurate research and interviewing services for authors and writers
- ▲ Skilled in assessing information need for collaborative writing projects
- ▲ Experience in copy, creative and developmental editing
- ▲ Excellent research and interview skills
- ▲ Extensive knowledge of MS Word, Excel, PowerPoint, as well as Adobe Photoshop, InDesign, and Bridge
- ▲ Consistently adheres to Canadian Press Style

EMPLOYMENT EXPERIENCE

Contributor

Sept 2013 - Apr 2015

Humber Et Cetera, Toronto, ON

- ▲ Read all articles checking for newsworthiness, spelling, grammar, and CP Style
- ▲ Took a leadership approach to assisting students in the writing of articles which lead to my promotion to copy editor
- ▲ Conducted appropriate research and interviews for stories; wrote an average of 3 per week

Student Librarian

Jan - Aug 2014

Bay Library, Etobicoke, ON

- ▲ Organized stacks and tracked all outstanding returns
- ▲ Assisted customers in finding research material

Editor

Jan - Dec 2013

Brazer Magazine, Tram, AB

- ▲ Selected articles to be published
- ▲ Edited articles for content, grammar, spelling and punctuation
- ▲ Wrote headlines and titles
- ▲ Produced weekly editorial

Multimedia Design

4452 Happyshadow Lane.
Toronto ON, L75 2O9
(416) 898-8989 | suzyj@humbermail.ca
LinkedIn/in/multdesign

HIGHLIGHTS OF QUALIFICATIONS

- Proficient in Adobe Illustrator, Quark Xpress, Photoshop, and InDesign
- Talent for incorporating human elements into design creations
- Proven ability to grasp a situation, adapt and learn quickly
- Able to meet deadlines and work with minimal supervision
- Experience with multi-media as a communication tool
- Knowledge of the field of multimedia gained through extensive research
- Develop user scenarios through storyboards to simulate how the program will function

EDUCATION

Multimedia Design and Production Technician Diploma September 2013 - May 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

- Achieved and maintained honours throughout studies

Student Leadership Certificate September 2012 - May 2013
Humber Institute of Technology and Advanced Learning, Toronto, ON

- Learned approaches to leadership from a 3-part workshop series
- Demonstrated learned techniques during several group projects and meetings

EXPERIENCE

Multimedia Design Technician (Co-op) January – April 2015
Chevron Canada, Barrie, ON

- Designed, assembled, and tested a variety of screens, icons, and interactive elements and arrived at a workable design
- Produced, evaluated and finalized a working demonstration program, refining the artwork, programming and animation

Production Artist (Volunteer) December 2013 – December 2014
10th Street Design, Toronto, ON

- Illustrated high-tech manuals, advertisements, stationery, brochures featuring both technical detail and artistic expression

Sales Representative September 2012 – November 2013
P.J. Fashions, Oakville ON

- Greeted customers and determined their specific needs
- Utilized "suggestive selling" techniques leading to effective closures
- Resolved cash at the end of the day

REFERENCES & CREATIVE SAMPLES PROVIDED UPON REQUEST

CREATIVE PHOTOGRAPHY

33 Shutter Blvd. Toronto, ON M8S 2T3
(905) 555-5555 | photogenic@email.com | [LinkedIn/in/creativephoto](#)

QUALIFICATIONS AND SKILLS

- Proficient with high quality black and white film development
- Familiarity with chemicals and physical processes
- Excellent 4x5 and 8x10 product photography, 4x5 and 35mm flat art
- Experience with 35mm. Kodalith slides, negative and positive
- Ability to work independently
- Creative personality and imagination
- Possess the maturity necessary to complete high-pressure jobs accurately within strict deadline

EDUCATION

Creative Photography Diploma

Sept 2013 - Apr 2015

Humber Institute of Technology and Advanced Learning, Toronto, ON

EMPLOYMENT EXPERIENCE

Assistant Photographer (Co-op Placement)

Jan - Apr 2015

Pink Flamingo Studios, Toronto, ON

- Assisted chief photographer in taking pictures, directing models and booking locations
- Performed administrative duties in still-life, high fashion studio
- Maintain and operate processors and equipment
- Assisted with propping, set-up and lighting

Sales Representative

Aug - Dec 2014

Blue's Photography, Etobicoke, ON

- Assisted customers in a friendly courteous manner
- Documented and replenished stock and inventory
- Provided excellent product knowledge regarding the purchase of film, cameras, film development and custom orders

VOLUNTEER EXPERIENCE

Orientation Senior Leader

Aug - Sept 2014

Humber Institute of Technology and Advanced Learning, Toronto, ON

Photographer's Assistant

Sept 2012 - Mar 2014

Life Touch Portrait Studios, Mississauga ON

REFERENCES AVAILABLE UPON REQUEST

POST PRODUCTION

8 Sum Pi Avenue
Toronto, ON L2K 3E2

(551) 555-5555
popr2011@humbermail.ca
LinkedIn/in/postprod

PROFILE:

- Extensive knowledge of Final Cut Pro 7, Avid, Adobe Creative Suite with emphasis on After Effects
- Proficient in the use of various third-party SD & HD capture cards, including AJA Kona and Blackmagic DeckLink
- Proficient in general Macintosh hardware and software troubleshooting and QA/QC processes.
- TC burn-in dubs, logging/pre-selecting footage, digitizing and offline, and finishing with an online project

PERSONAL PROFILE:

- Successful experience leading crews of up to 20 students and providing appropriate guidance
- Creative intuition allowing for innovative approaches to projects
- Takes direction very well and commands attention to details
- Highly organized, responsible and punctual

EDUCATION:

Post Production Post-Graduate Certificate September 2014 - May 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

Post Production Workshop - Special Effects June 2014
New York Film Academy, USA

Bachelor of Applied Arts – Film and Media Production September 2010 - May 2014
Humber Institute of Technology and Advanced Learning, Toronto, ON

CREDITS:

It Came From Beneath, Director: Andrew Ademic, 16mm Short Film July 2014
Picture Editor, Toronto, ON

His Mother, Director: Stephen Arral, 16mm Short Film September 2014
Picture Editor, Toronto ON

The Baby Maker, Director: Collin Elless, HD Short Film August 2014
Assistant Picture Editor, USA

The Financial Office, Director: Megg Pertogan, 16mm Short Film July 2014
Special Effects Supervisor, USA

Callin' My Love, Director: Anew Jahal, 16mm Short Film June 2014
Assistant Visual Effects Editor, Toronto ON

We Are Closing, Director: Jazmine Franklin, 16mm Thesis Film February 2014
Picture Editor, Toronto ON

Biological Stapler, Director: Romeo Reece, 16mm Short Film May 2013
Picture Editor, Visual Effects Editor, Toronto ON

REFERENCES AVAILABLE UPON REQUEST

Public Relations
2 Spin Blvd. Toronto, ON L2S 2R4
(905) 555-5555 pubrelations@email.com
LinkedIn/in/publicrel

EDUCATION

Public Relations Diploma September 2013 - May 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

Student Leadership Certificate September 2014 - December 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

SKILLS AND QUALIFICATIONS

- Excellent interpersonal, analytical and communication skills
- Skilled at writing, reporting, photography, layout, and design
- Commended for superb speech preparation, press release, program planning, and public speaking techniques
- Excellent promotional skills demonstrated through creative and innovative ideas
- Sharp, professional image
- Success with placing stories with the media
- Adept at strategic thinking
- Computer skills: Word, Excel, PowerPoint, and Adobe Creative Suite

PROFESSIONAL EXPERIENCE

Public Relations Associate (Co-op placement) January – April 2015
Liberty Grand Entertainment Complex, Toronto, ON

- Booked interviews with various media representatives
- Wrote news releases and interviewed with journalists
- Developed media and promotional packages
- Organized special events and tours
- Developed executive speeches

Communications Assistant May – September 2014
Canadian Cancer Society, Toronto, ON

- Created promotional material for special events
- Wrote and edited news releases
- Assisted with event planning and fundraising activities
- Assisted with writing for the corporate website

Public Relations

(905) 555-5555 pubrelations@email.com [LinkedIn/in/publicrel](https://www.linkedin.com/in/publicrel)

Customer Service Representative

August 2013 – January 2014

Ringling Telecom, Toronto, ON

- Contacted customers over the telephone to inform them of new products and services
- Recognized for providing excellent product and service knowledge and customer assistance
- Awarded Employee of the Month three months in a row

Sales Representative

May – September 2013

J.J. Stylze, Toronto, ON

- Provided excellent customer service in a fast pace environment
- Reconciled cash at the end of the day
- Ordered and replenished stock and inventory on a monthly basis

REFERENCES AVAILABLE UPON REQUEST

RADIO BROADCASTING

12 Talk Dr.

Brampton, Ontario L4E 3F5

(905) 674-8769 | radiob@humbermail.ca | [Linkedin.com/in/radiob](https://www.linkedin.com/in/radiob)

KEY QUALIFICATIONS

Announcing
Promotion
Equipment setup

Production
Writing
Music Direction

Programming
Sales
SAW

EDUCATION

Radio Broadcasting Program Sept 2014 - Present
Humber Institute of Technology and Advanced Learning, Toronto, ON

Television Operation and Production Certificate Program May 2014
Centennial College Institute of Technology and Advanced Learning, Toronto, ON

WORK EXPERIENCE

Production Assistant Apr 2014 - Present

CFNY102.1 – The Edge, Toronto, ON

- Supervised and co-ordinate crew on production
- Planned and organized shoots, editing, lighting, audio
- Ensured signage for all events
- Prepared promotional packages

Intern Jan 2013 - Apr 2014

Rogers Community 10 Peel, Toronto, ON

- Assisted in producing, directing, switching, audio production, video editing, ENG camera, lighting, and remote broadcasts

Sales Representative Jun 2011 - Aug 2014

Banana republic, Toronto, ON

- Designed promotions of new products and seasonal sales
- Created marketing campaigns with mall representatives
- Promoted to senior key holder

REFERENCES AND AUDIO PORTFOLIO AVAILABLE UPON REQUEST

TELEVISION WRITING AND PRODUCING

711 Hollywood Ave.
North York, ON M4L 3F8
(444) 555-5234
Tvwp2011@humbermail.ca
LinkedIn/in/telewritprod

PERSONAL PROFILE

- Exceptional creative writing ability with 5 years of experience in the film and television industry
- Excellent critical thinking skills, teamwork skills and communication skills
- Strong organizational skills developed through events planning and festival management
- Knowledgeable of film industry including festivals, production process and writing process
- Proficient in using the following software: Dramatic Pro, Final Draft, Scriptwriter, Outlook Express, Microsoft Word, Microsoft Excel, Microsoft Works, Quark, The Internet

EDUCATION

Television Writing and Producing Post Graduate Certificate (Honours) September 2014 - April 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

Bachelor of Film Studies September 2010 – April 2014
York University, North York, ON

Writing Workshop 322 June 2014
Writer's Guild of Canada, Toronto, ON

CREDITS

Missing Toms, Screenwriter, Screened at EyeAmSam Film Festival June 2014
Back to Life 2, Screenwriter, Broadcasted on CBC Shorts August 2013
Bye Bye Baby, Screenwriter June 2013
Back to Life, Screenwriter, Broadcasted on CBC Shorts February 2012
Face Lift, Story Editor, Screened at Dark Nights Film Festival September 2012
Nature's Gift to Man, Writer/Director August 2011

WORK EXPERIENCE

Script Supervisor September 2012 - Present
Mean Men Productions, Toronto, ON

Festival Director June 2012
Oshawa North Film Festival, Oshawa, ON

Office Clerk May 2011 – September 2012
Flixsting Films, Toronto, ON

AFFILIATIONS

Member May 2012 – Present
Writer's Guild of Canada, Toronto, ON

REFERENCES AVAILABLE UPON REQUEST

Visual & Digital Arts

222 Bishops Ave., Mississauga ON L3L 9I8

905-555-6666 | email@yahoo.ca

LinkedIn/in/visdigart

Skills & Qualifications

- Excellent communication and organization skills
- Water color and oil based painting skills
- Experienced in advertising, graphic design and digital prepress
- Skilled in color composition and free hand
- Computer Skills: Word, Excel, PowerPoint, Photoshop and Corel Painter
- Standard First Aid and CPR certified (Issued September 2014)
- Smart Serve certified (July 2014)

Education

- **Visual & Digital Arts Diploma** May 2015
Humber Institute of Advanced Learning & Technology, Toronto, ON
- **Student Leadership Certificate** September 2013
Humber Institute of Technology and Advanced Learning, Toronto, ON
- **Bachelor of Art (Major in Art History)** May 2011
University of Western Ontario, London, ON

Work Experience

Art Teacher's Assistant January 2013 - Present

Toronto Public School, Toronto, ON

- Assist teacher with daily art projects
- Instruct techniques such as brush strokes, free hand, and using water color paints
- Demonstrate strong leadership qualities when assisting students with material

Arts & Crafts Instructor September 2011 - December 2012

Town of Aurora Parks & Recreation, Aurora, ON

- Taught classes once a week to children ages 6-13
- Created art projects weekly

Sales Associate May - October 2011

Benjamin Moore Paints, Toronto, ON

- Helped customers select paint colors for their homes
- Placed order from manufacturer and mixed paint for customers

PORTFOLIO & REFERENCES AVAILABLE UPON REQUEST

Package & Graphic Design

EDUCATION

Package and Graphic Design Diploma Program Sept. 2013 – Apr. 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

AREAS OF EXPERTISE

- Knowledge of Cold forming plastics and Thermo forming plastics for packaging
- Design and produce graphics for documents, proposals and presentations
- Create photorealistic and technical illustrations
- Keen attention to detail and deadline oriented
- Able to scan images and construct clipping paths using Adobe Photoshop
- Effective in transferring data from IBM PC compatible to MAC Power PC
- 3D Marker rendering, computer graphic manipulation and artwork and logo designing
- Skilled in box and package making
- Proficient in Adobe Illustrator 6.0,7.0 and 8.0, Adobe PhotoShop 3.0,4.0 and 5.0, Quark 7,
- Netscape, Microsoft Internet Explorer Suitcase and Winzip

EMPLOYMENT EXPERIENCE

Package and Graphic Design Assistant (Co-op) Jan. 2015 - Present
Blue Moon Graphics, Toronto ON

- Assist the Manager in designing and implementing creative designs for food packages using Quark Xpress, PhotoShop and Illustrator
- Present designs to prospective clients

T- Shirt Designer Apr. 2014 - Aug. 2014
Mellow Yellow Designs, Toronto ON

- Created free hand and computer designs for T-shirt manufacturer
- Provided excellent service and product knowledge to customers
- Handled special orders and customized designs

Sales Representative Jan. 2012 – Dec. 2013
Brown Blouse Department Store, Toronto ON

- Served customers and provided product knowledge in a courteous, friendly manner
- Replenished stock and inventory and reconciled cash at the end of the day

REFERENCES AND PORTFOLIO AVAILABLE UPON REQUEST

Film Production

18 Goodfellas Lane Toronto, ON M9N 3R2

Home: (905) 777-8999, Cell: (416) 777-8989

filmyproduction@yahoo.com | [Linkedin.com/in/filmproduct](https://www.linkedin.com/in/filmproduct)

PRODUCTION SKILLS

- ◆ Gained valuable knowledge and skills working closely with director and producer in all phases of film production
- ◆ Produced, directed, wrote and edited films; mixed soundtrack for several small narrative and documentary film productions
- ◆ In charge of post-production: completed projects while consistently maintaining tight deadline schedules and strict budget requirements

PROFESSIONAL PROFILE

- ◆ Experienced in film production/post-production management
- ◆ Highly organized, dedicated with a positive attitude
- ◆ Strength in assessing people's needs and priorities
- ◆ Outstanding ability to communicate with all types of people
- ◆ Team player with proven leadership qualities
- ◆ Ability to handle multiple assignments in highly pressured situations and consistently meet tight deadline schedules

EDUCATION

Film and Television Production

Sept.2013-Apr.2015

Humber Institute of Technology and Advanced Learning, Toronto, ON.

FILM AND VIDEO PROJECTS

Producer- "Rhythms", an animated 3-minute music video

Editor - "The Third World", a 20- minute documentary on India

Script & Post-Production Supervisor-"Non Compos Mentis"

WORK EXPERIENCE

Field Production

Jun.2012-Apr.2015

Johnson's Television, Etobicoke ON

- ◆ Research/reported three 180 seconds news packages aired on public television
- ◆ Wrote and scripts; operated video cameras
- ◆ Learned how to handle multiple assignments under highly pressured situations quickly and efficiently

REFERENCES AVAILABLE UPON REQUEST

Media Copy

12 Edit Street West, Toronto ON

Home: (905) 555-5555 Cell: (905) 555-5555

edit@rogers.com | [Linkedin.com/in/mediacopy](https://www.linkedin.com/in/mediacopy)

Copy Editing
Interviewing

MS Applications
Research

Creative/Developmental Editing
Reading & Evaluation

EDUCATION & TRAINING

Media Copywriting Diploma

Sept. 2013-Apr.2015

Humber Institute of Technology and Advanced Learning, Toronto, ON

Student Leadership Certificate

Sept. 2012

Humber Institute of Technology and Advanced Learning, Toronto, ON

ACADEMIC HIGHLIGHTS

- ✎ Strong commitment to excellence in the printed and published word
- ✎ Demonstrated skills in developmental editing and copy editing
- ✎ Collaborated on writing and editing projects
- ✎ Provided accurate research and interviewing services for authors and writers
- ✎ Skilled in assessing information need for collaborative writing projects

EMPLOYEMENT EXPERIENCE

Copy Editor

Sept.2013-Apr.2015

Humber Et Cetera, Toronto, ON

- ✎ Read all articles checking for spelling, punctuation, and grammar
- ✎ Assisted students in the writing of articles

Student Librarian

Jan.2013-Aug.2013

Bay Library, Etobicoke, ON

- ✎ Organized stacks and tracked all outstanding returns
- ✎ Assisted customers in finding research material

Editor

Jan.2012-Dec.2012

Brazer Magazine, Tram, AB

- ✎ Selected articles to be published
- ✎ Edited articles for content, grammar, spelling and punctuation
- ✎ Wrote headlines and titles
- ✎ Produced weekly editorial

Interactive Multimedia

12 Speedy Centre Blvd.

Hamilton, ON M2S 3R4

(905) 555-5555 | activemultimedia@rogers.com | [LinkedIn.com/in/Interctive](https://www.linkedin.com/in/Interctive)

TECHNICAL SKILLS

- ☐ Macromedia Director
- ☐ CGI scripting
- ☐ Freehand
- ☐ Photography
- ☐ Fireworks
- ☐ Dreamweaver
- ☐ Photoshop
- ☐ Flash
- ☐ HTML
- ☐ QuarkXpress

EDUCATION

Interactive Multimedia Post-Graduate Certificate Sept. 2014-
Humber Institute of Technology and Advanced Learning, Toronto, ON.

B.A. Mass Communications Sept. 2009-May 2013
Ryerson Polytechnic University, Toronto, ON

TRAINING

Student Leadership Certificate 2014
Humber Institute of Technology and Advanced Learning, Toronto, ON.

EMPLOYMENT EXPERIENCE

Designer Apr. 2014-Aug. 2015

Thornton's Design Studio, Toronto, ON

- ☐ Desktop publishing for journal layout
- ☐ Worked under pressure to meet deadlines
- ☐ Developed graphic representations for slogans
- ☐ Constructed web site designs

Sales Representative Mar.-Dec. 2013

Bullet Press, Toronto, ON

- ☐ Created cross promotions for media
- ☐ Exceeded sales quotas by 10% each month
- ☐ Photo manipulation for publications

Freelance Photographer (Occasional) 2011-Present

Toronto, ON

- ☐ Creative photography for weddings, portraits, magazines and websites

REFERENCES AND PORTFOLIO AVAILABLE UPON REQUEST

FMTV

66 Movie Street
Etobicoke ON ■ M7B 2L8
(416) 888-8888 | jennyfilm@humber.ca | [Linkedin.com/in/jennyfilm](https://www.linkedin.com/in/jennyfilm)

QUALIFICATIONS

Film

- Film graduate with knowledge of visual effects, Post Production and Directing
- Experienced in film production and post-production
- Gained valuable knowledge and skills working closely with director and producer in all phases of film production
- Produced, directed, wrote and edited films; mixed sound track for several small narrative and documentary film productions
- Work, directed and produced works
- Knowledge of sound and lighting aesthetics

Computer

MS Office	PhotoShop	Premiere	Media 100
After-Effects	Illustrator	QuarkXpress	3-D max

Communication

- Ability to work productively in a team environment and independently
- Highly dedicated, goal oriented; able to make effective use of available resources
- Proven ability to grasp a situation, adapt and learn quickly
- Able to meet deadlines and work with minimal supervision
- Excellent interpersonal, analytical and communication skills

Leadership

- Motivates peers to ensure that all tasks are completed according to set deadlines
- Ensures to foster a supportive and helpful work experience

EDUCATION

Film and Television Production	2014-Present
Humber Institute of Technology and Advanced Learning, Toronto, ON	

WORK EXPERIENCE

Film Editor	2014-Present
J.J's Movies, Toronto, ON	

Assistant to the Director	2012-2013
Short Film Festival, Mississauga, ON	

Customer Service Representative	2007-2010
Ringing Telecom, Etobicoke, ON	

REFERENCES AVAILABLE UPON REQUEST

Web Design, Development & Maintenance

55 Bay Street
Toronto, Ontario M9W 4R4
(416) 666-6666 | internmanage@humbermail.ca
www.inter.rogers.com | LinkedIn/in/webdesidevmain

Graphic Design	Adobe Photoshop	Communication Skills
Web Design	Macromedia Flash	Sales Experience
Website Development	Dreamweaver	Customer Service
Cold Fusion	JAVA	Bilingual (English & French)

EDUCATION

Web Design, Development & Maintenance Certificate May 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

Adobe Photoshop Course January 2015
ACAD, Toronto, ON

Student Leadership Certificate September 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

EMPLOYMENT EXPERIENCE

Product Designer January – September 2015
Luxury Interior Designs

- Designed promotions for products to be sold via internet
- Created site for sales and distribution processes
- Monitored profit and sales increases

Online Editor July – December 2014
E-mag Publications

- Proofread and edited stories to be posted on web site
- Used FTP to transfer stories to site

WEBSITE PRODUCTION

www.goal-oriented.com
www.mindshift.ca
http://newsinaflash.org

REFERENCES AND PORTFOLIO AVAILABLE UPON REQUEST

NET MANAGEMENT

55 Bay Street
Toronto, Ontario M9W 4R4
(416) 777-7777 // internmanage@rogers.com
www.inter.rogers.com // LinkedIn.com/in/NetManage

Graphic design
Web design
Website development
Cold Fusion

Adobe Photoshop
Macromedia Flash
Dreamweaver
JAVA




Communication skills
Sales
Customer service
Bilingual



EDUCATION

Internet Management Post Graduate Diploma Sept. 2013- Sept. 2015
Humber Institute of Technology and Advanced Learning, Toronto, ON

Adobe Photoshop Course 2013
ACAD, Toronto, ON

EMPLOYMENT EXPERIENCE

Product Designer 2012-2015
Luxury Interior Designs, Brampton, ON
 Designed promotions for products to be sold via the internet
 Created site for sales and distribution processes
 Monitored profit and sales increases

Online Editor 2007-2009
E-mag Publications, Mississauga, ON
 Proofread and edited stories to be posted on the web site
 Used FTP to transfer stories to site

WEBSITE RODUCTION

www.goal-oriented.com
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