

RESUMES

CREATIVE AND PERFORMING ARTS

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Humber College Career Services

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

www.careers.humber.ca | facebook.com/careercentrehumber | twitter.com/humbercareer

Jeffrey D. Actor

(416) 555-1234 1234 Any Street Brampton, ON N8T 1F4 | actor@yahoo.ca | [Linkedin/in/actj](#)

PROFILE

- ⇒ Excellent on-camera and behind-camera experience and training
- ⇒ Hands-on training and operation of video cameras, video editing equipment, sound equipment and lighting
- ⇒ Ability to engage audience and guests
- ⇒ Radio announcer experience
- ⇒ Background in theatre including writing, directing, performing, set construction and lighting
- ⇒ Highly professional; work well under pressure
- ⇒ Strong written and verbal communication skills

EDUCATION

Acting for Film and Television Diploma

May 2015

Humber Institute of Technology & Advanced Learning, Toronto, ON

PROFESSIONAL EXPERIENCE

Host, TV Show

May 2014 - Present

Local Cablevision

- ⇒ Research and write material for one-hour live production
- ⇒ Interview a wide variety of guests on camera and elicit audience participation
- ⇒ Exercise ability to control flow of conversation and “think on my feet”

Announcer

August 2012 – April 2014

Audio Reader, Resort Area

- ⇒ Provided both live and taped announcing for the visually impaired
- ⇒ Ran soundboard and monitored taped material

Actor

January 2011 – June 2012

The Farm Players

- ⇒ Performed 3 shows weekly: played different roles in each melodrama
- ⇒ Wrote radio spots to advertise each show

REFERENCES AVAILABLE UPON REQUEST

ARTS ADMINISTRATION – CULTURAL MANAGEMENT

2 Arts Certificate Highway, Brampton, ON L8J 9K9

(905) 555-5555 | arts@email.com

Linkedin.com/in/artsadmin

HIGHLIGHTS OF QUALIFICATIONS

- Theoretical knowledge of development fundraising in the cultural sector
- Ability to work in a team environment as well as independently
- Strong project management-based experience
- Strong research and analytical skills
- Excellent written and verbal communication skills

EDUCATION

Arts Administration – Cultural Management 2014 – Present
Humber Institute of Technology & Advanced Learning, Toronto, ON

Bachelor of Commerce 2012 – 2014
University of Western Ontario, London, ON

WORK EXPERIENCE

Fundraiser (Part Time) 2014 – Present
London Ontario Theatre Group

- Researched and compiled statistics of patrons donations using
- Coordinated projects from conception to completion that increased funding for 2002 by 10% in the London area
- Coordinated and trained volunteers

Resume Tutor 2013 – 2014
University of Western Ontario

- Provided one-on-one support to current students and graduates in job search techniques
- Critiqued resumes of current students
- Provided workshops on resume and cover letter writing

REFERENCES AVAILABLE UPON REQUEST

Comedy Writing

153537 George Street, Toronto, ON M9V 3Y1
555-555-0000 | comedy@humber.ca
Linkedin.com/in/comedy

Talented comedian and producer of community variety shows. Experienced in all facets of program development, promotion, and writing for comedy.

HIGHLIGHTS OF QUALIFICATIONS

- Production and promotion experience
- 2 years stand-up experience
- Strong problem solving, organizational and decision-making skills
- Multi-talented program developer
- Perceptive innovator - enjoy experimenting with new ideas
- Engaging communicator
- Computer literate: MS Word, Excel, PowerPoint, and Outlook
- Exceptional customer service oriented
- Strong editing skills
- Quick thinker and able to motivate those around me

EDUCATION

Comedy Writing and Performance 2014 – Present
Humber College Institute of Technology and Applied Learning, Toronto, ON

EXPERIENCE

- Managed all phases of production and promotion of community variety shows and free comedy concerts within Southern Ontario
- Co-developed a comedy campaign
- Performed voice over work on development spots
- Cultivated excellent relations with a host of up-and-coming and well-known personalities
- Presented warm-up routines for game shows

VOLUNTEER

Big Brothers Big Sisters 2013 – Present

REFERENCES AND VIDEO PORTFOLIO AVAILABLE UPON REQUEST

CREATIVE WRITING

26 Bathurst Avenue, Apt. 7, Toronto ON M6W 2Y1
(416) 222-2222 | creative@yahoo.ca | [Linkedin.com/in/CreativeWriting](https://www.linkedin.com/in/CreativeWriting)

HIGHLIGHTS OF QUALIFICATIONS

- Strong written and verbal communication skills
- Talent for presenting material with exceptional expression and delivery
- Creative and resourceful
- Computer literate: MS Word, Excel, PowerPoint; Word Processing
- Strong ability to work as a team or individually
- Trained to facilitate small and large teams
- Exceptional customer service skills within a fast-paced environment

EDUCATION

Comedy: Writing and Performance Diploma 2014 – Present
Humber Institute of Technology & Advanced Learning, Toronto, ON

WORK EXPERIENCE

Music Instructor 2014 – Present
Private Homes, Toronto, ON

- Teach piano, guitar and accordion lessons to residents across the GTA

Secretary Summer 2014
Rainbow Inc., Brampton, ON.

- Performed clerical duties that involved confidential information

Waitress Summer 2012 – 2013
Chicken City, Brampton, ON

- Served patrons and provided bartending services.

VOLUNTEER EXPERIENCE

Canadian Institute for the Blind 2010 – Present

REFERENCES AVAILABLE UPON REQUEST

MUSIC RESUME

2126 Bathurst Avenue, Apt. 1237 Toronto, ON M6W 2Y1
(416) 222-2222 * music@email.com * [Linkedin.com/in/musicresume](https://www.linkedin.com/in/musicresume)

HIGHLIGHTS OF QUALIFICATIONS

- Possess an ear for music-production scores along with excellent vocal ability (Alto)
- Understanding of theory, arranging, compositions, and ensembles
- Computer literate: MS Word, Word Processing
- Live experience in on-campus and professional music performances
- Able to improvise and produce scores
- Understanding of theory, arrangements, compositions, and ensembles

EDUCATION

Music Diploma **Sep 2014 – Apr 2015**
Humber Institute of Technology & Advanced Learning, Toronto, ON
Key Courses: Theory, Ear training, Arranging, Advanced Improvisation and Theory, and Solo Performance

RELATED EXPERIENCE

Music Instructor **Jun 2014 – Present**
Private Homes, Toronto, ON

Perform and study with many notable musicians **Feb 2013 - Present**

Member of the Toronto Youth Wind Orchestra **May 2013 - Present**

EMPLOYMENT

Music Instructor **2014 – Present**
Private Homes, Toronto, ON

Customer Service Representative **Summer 2013**
The Bay

- Served customers in a timely and satisfactory manner.

ACHIEVEMENTS

“Do It All” Single (Jazz Idiom) Aug 2014
Massey Hall Appearance Sept 2013
“Dance All Night” Album Jun 2012

REFERENCES AVAILABLE UPON REQUEST

JAMES EMPSON

200 Edenbridge St. Toronto, ON M9V 3Y1
(416) 555-5555 • jamesempson@email.com • [Linkedin.com/in/jamesempson](https://www.linkedin.com/in/jamesempson)

PROFESSIONAL TRAINING

Theatre Arts Performance Diploma Humber Institute of Technology & Advanced Learning	Sept 2014 - Present
BFA - Musical Theatre York University	Sept 2013 - Jan 2014

UNIVERSITY MUSICAL THEATRE

Two Gents. Of Verona	Eglamor	Aug 2014
Romeo and Juliet	Romeo	Mar 2014
Kiss Me Kate	Harrison Howell	Dec 2013
Pirates of Penzance	Samuel	Sept 2013
Chess	American	Jun 2013
Company	Bobby	Apr 2013

COLLEGE THEATRE

Crucible	Governor Danforth	Feb 2012
One For the Road	Nicolas	Dec 2011

SPECIAL SKILLS

- Soprano with experience as a studio vocalist
- Excellent piano, guitar and drum playing capabilities

OTHER EMPLOYMENT EXPERIENCE

Clerical Support Business School, Humber Institute of Technology & Advanced Learning	Oct 2013 - Present
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- Provided first line student inquiry support
- Maintained student files accurately

REFERENCES AND TAPES PROVIDED UPON REQUEST

TECHNICAL PRODUCTION

93 Eaglewood Rd Toronto, ON O9J 9T8
(416) 555-5555 || tech@email.com || [Linkedin.com/in/technical](https://www.linkedin.com/in/technical)

Lighting
Props

Set Design
Rigging

Special Effects
Sound Effects

PROFESSIONAL SKILLS AND QUALIFICATIONS

- Experience in both campus and professional theatre
- Skilled in all aspects of technical production including: stage management, carpentry, drafting, lighting, properties and sound
- Team player with an interest in reaching all main stage production goals

EDUCATION

Theatre Arts – Technical Production Sep 2013 – Apr 2015
Humber Institute of Technology & Advanced Learning, Toronto, ON

RELATED EXPERIENCE

Sound May 2014
Two Gents. Of Verona, Massey Hall

Lighting Mar 2013
Romeo and Juliet, Young People's Theatre

Sound Dec 2012
Kiss Me Kate, Humber College

Stage Craft Nov 2012
Pirates of Penzance, Humber College

GENERAL EMPLOYMENT EXPERIENCE

Cabinet Maker and Kitchen Design Jan – Dec 2013
J&A Construction Ltd.

Sales Representative Summer 2012
BJ Electronics

REFERENCES AVAILABLE UPON REQUEST