

Highlight of Skills & Experience

MARKETING & PROJECT MANAGEMENT SKILLS SUMMARY

- Multifaceted background including visual arts, dance, film, literary arts.
- Broad range of experience with different types of organizations from arts related non-profit societies and charities to corporate environments and small business.
- Seven years post-secondary education.
- Writing, content development and design for print, broadcast, web.
- Held key Management positions requiring leadership, budget and deadline accountability, organization and ability to mentor others.
- Training & Delivery of Total Quality Management Systems; commitment to continual improvement.
- Ability to prioritize and delegate effectively; understanding of milestones and deliverables.
- Proven leadership abilities with knowledge and vision to pursue and foster strategic media and stakeholder relationships.
- Ability to work well under pressure - meet deadlines and maintain organization.
- Direct communication skills - comfort with diverse personalities and groups.
- Strong research and networking abilities.
- Strong analytical and visualization skills.
- Ability to problem solve , learn quickly and adapt to new situations.
- Equally comfortable in team environment or working independently.
- Strong work ethic and commitment.
- Relaxed personality with a sense of humour.
- Enjoy working with people in a proactive environment that encourages personal growth and excellence.

Creative & Technical Skills

Intermediate to advanced proficiency with the following related software tools.

MS Office 97-2000

Inter-Advanced skills in Exel, Word, Outlook, PowerPoint , Access

Project Management Software: Dot Project, Basecamp, numerous calendars and task managers

Windows 98/2000 NT 4.0/XP

Graphic Design Software: photoshop, illustrator etc.