

PROFILE

- Expertise in whole project delivery and process improvement along the way. Resourceful, productive and strategic under pressure
- A persuasive communicator and skilled negotiator. Pragmatic, persistent and effective at building relationships, networking and motivating others
- Creative thinker, able to generate and evaluate innovative ideas and approaches to situations. Recognizes new opportunities and acts to take advantage of them
- Track record of generating funding and working within budgets to create a product that transcends a global audience
- Dual citizenship: Canada / United Kingdom

EDUCATION

Master of Business Administration (Candidate) May'15

Schulich School of Business, York University, Toronto, ON, Canada

- Specializations: Arts and Media Administration, Marketing
- Director of Communications and Marketing for the Arts and Media Club
- In-development of 8-month group strategy field study/consulting project for Canadian firm

Master of Fine Arts (Candidate) May'15

Centre for Film and Media Studies, York University, Toronto, ON, Canada

- Specialization: Film Production
- Ontario Graduate Scholarship (OGS)
- York University Graduate Scholarship (YGS)
- Member of the Fine Arts Graduate Panel (Ambassador and Interviewer of Fine Arts Graduate Member)
- Ambassador for Onboarding Potential MFA / BFA Candidates

Bachelor of Fine Arts (With Distinction) April'12

Film Production, Mel Hoppenheim School of Cinema - Concordia University, QC, Canada

EXPERIENCE

Schulich Research Assistant (Part-Time) Sept'13 - Present

Arts and Media Program Coordinator, Toronto, ON, Canada

- Analyze research and assist in logistical management and administration of the Arts and Media Program
- Handle and protect confidential and sensitive data with integrity
- Contribute to design and maintenance of alumni newsletter, online surveys and relational databases

Marketing and Distribution Internship (Part-Time since Sept '13) May'13 – Present

VTAPE, Toronto, ON, Canada

- Researched, collected and implemented additional strategic methods to expand existing client database.
- Networked and developed relationships with potential clients including museums, galleries, festivals and educational institutions
- Assisted in applying new promotional and marketing strategies to reach current and future Vtape consumers

Graduate (Research) Assistant Sept'12 - May'13

Professor Caitlin Fisher, York University, Toronto, ON, Canada

- Documentation of Augmented Reality (AR) prototypes and experiences
- Acquired skills in Unity and Vuforia game design and development programs; assisted in building and understanding Vuforia Augmented Reality game pieces, both handheld and immersive

Assistant to the Director

June'11 - Aug'11

Becoming Redwood (Director Jesse James Miller), Vancouver, BC, Canada
 StoryLab Productions Inc

- Involved in pre-production and production and given various responsibilities requiring liaison between the director, editor, producers, and crewmembers
- Responsible for delivering the dailies, assistance on and off the set, and participating in script revisions; worked on the Electronic Press Kit

Film-Production Management Intern (Creative Development)

Dec'10 - June'12

Paul Sharits (Director Francois Miron), Montreal, QC, Canada
 Canada Council for the Arts / The National Film Board of Canada

- Involved in planning, management, administration, and liaison with producers, writers, directors, editors, professors, contributors, distributors, publishers, (lab) technicians, and transfer houses
- Organized and conducted interviews and meetings in Toronto and New York with industry (professionals), creators and critics
- Involved in crew work and organizational responsibilities while on film set

Music Video Director

Sept'10 - Jan'11

Mustt Mustt (Kiran Ahluwalia, Juno Award Winner) Montreal, QC, Canada

- Head of Creative Production. Organized, managed, budgeted and directed a music video for Kiran Ahluwalia (www.kiranmusic.com) within a tight schedule
- Successfully negotiated with artist/producer around sensitive creative elements
- Researched and coordinated efficient and economic ways to schedule and complete shoots, negotiated production agreements with crews, locations and technical equipment, and made daily production decisions to ensure production proceeded smoothly

Film Development Internship

May'10 – Aug'10

Backyard Buddha Studios. Jesse James Miller, Vancouver, BC, Canada

- Exposure to the Independent Feature Film production cycle: preproduction, production and postproduction
- Participated in script revisions and editing

TECHNICAL SKILLS

- Proficient with Mac and PC computers and knowledge in using creative software programs including Final Cut Pro, Avid Editing, Compressor, Mpeg Streamclip, Pro Tools, Adobe Photoshop, Adobe After Effects, Microsoft Office, Toast Titanium
- Experienced with Film: Directing, budgeting, scheduling, scripting, casting, resourcing, distribution and marketing
- Experienced with digital and analogue filmmaking equipment

CREATIVE AWARDS

Finalist , Toronto Urban Film Festival, Canada, <i>Face to Face</i>	2010
Finalist , BC Student Film Festival; <i>Birthday Bonanza Extravaganza</i>	2008
Finalist , Vancouver International Film Festival; Reel Youth Festival, Canada; Air Canada EnRoute Student Film Festival, Domestic and International Flights; <i>Making Friends</i>	2007
Winner , BC Student Film Festival; Canada; Vancouver Student Film Festival, Canada; <i>Making Friends</i>	2007

ADDITIONAL

Social Media Marketing Manager (volunteer - ongoing), *Zing Zang Music*, Vancouver, BC
Workshop Instructor, (volunteer), *York Region High School / Middle School Filmmaking Workshop*, Toronto, ON
Member, *Liaison of Independent Filmmakers of Toronto*, Toronto, ON
Member, *Cinema Students Association* (Concordia University), Montreal, QC
Assistant to Coach, (volunteer) *FITBA Soccer Camp, Frantz Simon*, Vancouver, BC
Production Assistant, (volunteer), *"Intelligence", CBC Television Series, Creator Chris Haddock*, Vancouver, BC
Assistant Organizer of Child Play-Therapy Room, (volunteer), *Vancouver Coastal Health*, Vancouver, BC