

Objective

Reliable, intelligent and hardworking graduate student seeking employment to further influence and advance my career as I pursue a profession that engages my creative talents.

Professional Experience (Additional work experience can be provided)

Medic Supplies

- ✚ April 2021 – Present
 - ❖ Answering customer calls, questions, and issues in a professional manner
 - ❖ Maintaining constant communication between the director and the logistics team

Indigo Books and Music

- ✚ October 2020 – April 2021
 - ❖ Unloading products and stocking the floor
 - ❖ Ensuring clean, tidy, and full shelves
 - ❖ Providing customer service over the phone

Broken Pencil Magazine

- ✚ April 2020 – September 2020
 - ❖ Summer Intern
 - ❖ Write reviews for zines and novels
 - ❖ Research and conduct interviews for news articles
 - ❖ Input website analytics data into spreadsheets
 - ❖ Design WordPress pages, Google Forms surveys, and other digital needs

The White Wall Review

- ✚ September 2019 – August 2020
 - ❖ Reviews Editor and Marketing Consultant
 - ❖ Curating and editing book reviews for online publication
 - ❖ Obtaining books from publishers through outreach and emails
 - ❖ Rebranding social media and cultural image
 - ❖ Ensuring team's social posts are correctly representing journal

Publicis Toronto

- ✚ May 2019 – September 2019
 - ❖ Copywriter intern
 - ❖ Write targeted commercials and ad headlines to audiences to increase sales
 - ❖ Cooperate with art directors to create the best looking ad possible

City of Mississauga

- ✚ May 2016 – May 2019
 - ❖ Maintenance of soccer fields, baseball diamonds and city parks
 - ❖ Efficient use of equipment such as trimmers, lawn mowers and leaf blowers

Education

Ryerson University – Master's of Arts (Literatures of Modernity), Toronto, Ontario, August 2020

Ryerson University – Bachelor's of Arts (English), Toronto, Ontario, June 2019

St. Aloysius Gonzaga Secondary School – Mississauga, Ontario, graduation June 2013

Computer Skills

Microsoft Office

Full knowledge of Word, Excel, PowerPoint

Social Media Marketing

Creating intriguing and engaging posts

WordPress Website

Construct and design website pages

Volunteer Work

Port Credit Hockey Association,

September 2009 – April 2010 - Volunteer Assistant Coach

Kenolie Public School, September 25, 2010

Volunteer Technician for school fall fair

Merciful Redeemer Parish, September 2008 – June 2010

Volunteer Children's Liturgy program

Juvenile Diabetes Research Foundation, June 12, 2011

Volunteer Walk For A Cure fundraiser

Hockey Hall of Fame, October 15, 2012

Volunteer Guest Services Associate

Ryerson Students for Mental Awareness, Support and Health, January 2017 – October 2018 - Events Volunteer

References

Dr. Lauren Kirshner (Assistant Professor)

Editor at the White Wall Review, Ryerson University

(416) 979-5000 x 3031

lauren.kirshner@ryerson.ca

Hal Niedzviecki

Publisher and Founder, Broken Pencil Magazine

(416) 538-2813

halpeep@gmail.com