

2025: Part-Time Administrator at Musical Arts Academy

Summary:

- valuable transferable skills built in various roles in many places - ranging from TV studios to production offices, to hospitals, a music school, newspaper distribution office, and more
- excellent communication skills - in writing, on-line, and in person - professional, service oriented
- advanced computer skills - PC or Mac, MS Word, Excel, Outlook, all Social Media sites, GD Web Builder, Sparkle, Wordpress - able to set up or learn new systems and office equipment quickly
- Reliable, proper with information, experienced with payment processing by CC, cheque, cash

Work History: 2010 – present:

- Administrator: Musical Arts Academy (9 months 2018-19) (Returned May 2023 - present)
- covid gap - it was impossible to find work during the pandemic, but I kept trying and trying
- minor digital work for: a Nail Spa, 2 Realtors, a Celebrity Stylist, and Audio company (2016)
- Elections Canada - Front Line Floater on two Elections - greeted and helped all Voters (2015)
- ETP: Production Office - Administrative support with other roles as described below (2009-14)
- Coordinating Producer - The Ron James Show 'Ode to the Road' Segment (CBC TV) arranged all production elements for TV tapings across Canada including travel and shoot schedules
- Social Media Producer - The Ron James Show - TV Series (CBC TV) set up and maintained various sites for the TV show including Facebook Ads - handled all digital assets - assisted our Publicist
- set up & managed micro sites: Buy Herself with Sandra Rinomato (HGTV), Walk the Walk (Global TV)

2001 – 2010

- Toronto Star Distribution Office: Desk Clerk, Customer Service Rep, Office Administration (2004-09)
- a fast paced Office serving Customers, Management and Carriers for 5 years, part-time
- duties included answering all Customer and Head Office calls and emails, retrieving information from computer systems, data entry, printing and distributing maps, route lists, memos and more
- Front Line Customer Service - part-time - Newborn Photographer at Mount Sinai Hospital (2007)
- Tattoo Music Studios - Researcher - Loews project - music programming with Tim Thorney (2004)
- W Network - Segment Producer - 'Living Romance' - lifestyle TV series (2003)
- TV Ontario - Producer, Writer, Control Room Director - 'TVO Kids' - Live TV, multi-camera (2001-02)
- CBC TV - Audience Booker - 'Jonovision' - Live-to-Tape talk show for teens (contract) (2001)
- Created <https://siapeace.com> in 2007 as an on-line place-holder / tester across sites & devices

1990 – 2001

- YTV - Co-Producer, Writer, Key Creative - 'Uh Oh The Game Show' (1996-2001)
- Producer, Writer, Associate Producer - YTV's Santa Claus Parade, Snit Station (97-98)
- CTV - Disney: Producer, Writer / Created - 'BBS Master Control'- Branded Disney Block (94-96)
- YTV - Associate Producer, Writer, Director - PJs, Grogs, Treehouse, The Zone, The Alley (90-94)
- Production Coordinator, Music Researcher - 'StreetNOISE', 'Kids Help Phone Special' & more
- Cinespace Studios - Marketing and Administrative support - I worked directly with Nick
- Musicon Creative Group - Music Research, Marketing & Sales for TV & Film projects
- CBC TV - Production Coordinator, Music Researcher - The 1989 Juno Awards, Canada Day, Wired
- Insight Productions - Production Coordinator, Researcher 'Great Lakes video' 'Ryan's Attic' (1989)
- CBC TV - News Room Receptionist - 'The Journal' & 'Midday' - 100 + line switchboard (1987-88)
- CBC TV - Office Assistant at 22 Front - Adventure Sight & Sound - Production Assistant (1987)
- glass factory, packaging factory, volunteer work at a hospital and a radio station in Brampton

1987 - Graduated: Toronto Metropolitan University - RTA - Bachelor of Applied Arts