

EDUCATIONAL HISTORY

2017 **CMU College of Makeup Art & Design**

Toronto, ON

Complete Makeup Artistry Diploma

2010 **Saskatoon Business College**

Saskatoon, SK

Medical Administrative Assistant

Diploma

2009 **St. Brieux School**

St. Brieux, SK

High School Diploma

SKILLS AND ABILITIES

- Excels in a fast paced work environment
- Works extremely well within a team or with minimal supervision
- Works efficiently in an environment with constant interruptions
- Excellent time management skills and initiative
- Strong attention and accuracy to detail
- Quick learner and resourceful
- Excellent communication, interpersonal and organizational skills
- Works well under pressure
- Basic cash experience
- Excellent customer service skills
- Keyboarding speed of 55WPM
- Medical Voice Transcription
- Medical Billing
- Medical Anatomy and Terminology
- Microsoft Office 2007, 2010, 2013: Word, Excel, Access, Outlook, Dreamweaver, PowerPoint, Simply Accounting
- Accounting/ Bookkeeping course
- Records Management
- Accurate Proofreading skills
- Comfortable working on all mediums of models/ clients
- Sculpting/Moulding/Casting experience at CMU College of Makeup Art & Design
- Excellent colour theory usage
- Out of kit effects
- Prosthetic application experience
- Theatre Makeup
- Airbrush experience
- Bridal Makeup experience
- Film Makeup and Set experience/etiquette
- Hairstyling Experience
- Excellent Fashion Makeup/photoshoot set experience

WORK EXPERIENCE

2022-2025- Full time Stay at Home Mother

2014- 2021

Freelance Makeup Artist

Numerous Makeup Artistry services provided for Weddings/ Graduations/ Special Events

Film/TV

Assistant Makeup and Hair Artist

'Enhanced'

JP Action Film Inc. - February 2019

Key Hair and Makeup Artist

'Tammy'

Canadian Film Centre - January 2019

Key Hair and Makeup Artist

"Runaway"

Encounter Film Studios - August 2018

Key Hair and Makeup Artist

"Petal"

Zest Productions - June 2018

Key Hair and Makeup Artist

"Pure"

DEELEN with TROUBLE, Inc - March 2018

Key Hair and Makeup Artist

"We Met Online"

Toronto Film School Productions - November 2017

Key Hair and Makeup Artist

"Poacher" Short Film

Toronto Film School Productions - October 2017

Key Hair and Makeup Artist

"The Ultima of Amanda"

Independent Film Production Directed by He Xu - September 2017

January 2018 - Present**Caryl Baker Visage**

Face Expert

- Offer one-on-one expert consultation, and beauty recommendations to clients
- Perform Beauty, Bridal, Prom Makeup Applications/ Lessons on a variety of skin tones
- Recognize opportunities for service/product education to clients
- Perform a wide variety of facial services on clients
- Perform brow/face waxing
- Perform Lash/Brow tinting and lash perming services
- Perform ear, cartilage, and nose piercings
- Opening and closing duties

Runway

Saskatchewan Fashion Week 2014

Photoshoots

Various Fitness, fashion, beauty photoshoots from 2014-2018

Published Work

Elements March 2019 Beauty Issue

LCBO Food and Drink - 25th Anniversary - Sept 2018

Style Cruze Magazine - Jan/Feb 2018 Issue

Pink Magazine September 2016 Issue

Pink Magazine January 2016 Issue

Theatre

Daffydil: The Musical - Hart House Theatre- Feb 2018

Daffydil: The Musical - Hart House Theatre- Feb 2017

Key Hair and Makeup Artist

"In the Name Of" Short Film

Toronto Film School Productions - August 2017

Key Makeup Artist

"Amor De Lejos" by Fito Blanco Music Video

Verbal Pictures - June 2017

Key Hair and Makeup Artist

"Boomeranged" Short Film

Toronto Film School Productions - June 2017

Makeup Artist

"Talking Heads" Short Film - April 2017

Key Makeup Artist/ Key Hair Stylist

"Zipties" Short Film

Zipties Productions - March 2017

Key Makeup Artist

"Unrequited" Teaser

LoCo Motion Pictures / Wildling Pictures -

February 2017

Key Makeup Artist

"The Tinwife", Saskatoon, SK

Independent short film Directed by Travis Neufeld
September 2015

August 2014- August 2016**Saskatchewan Polytechnic Saskatoon Campus**

Pharmacy Technician Program/ Addictions
Counselling Program, Administrative Support

- Assisted in the administration of forms as they relate to student registration/completion, revenue contracts, employee service contracts, course registration, purchase requests, and course evaluations
- Compiled interest lists and instructor lists, maintain databases for mailouts, maintain office files, gather instructor resources
- Provided general office management and administrative support to program areas, faculty, and program heads
- Ordering of all office supplies and lab ware
- Provided customer service and information about the programs to the public
- Assisted in coordinating course planning
- Maintained an electronic and hard copy filing system
- Meeting and programming preparation including facility booking, agenda, room set up and meal arrangements
- Reception duties and responding to a variety of student and employer enquires and requests
- Use of many different software for developing/ formatting manuals, exams, documents for faculty

2014 & 2010 – 2013

Young Offender Programs, Ministry of Justice, Corrections and Policing- Administrative Support
Staff, Front Desk Receptionist

- Directing client contact for community supervision to their Youth Workers
- Answering/transferring phones, relaying messages, screening calls for 30 staff members while providing confidentiality
- Typing, formatting, proofreading, and sending out letters/reports for court
- Voice Transcription(Dictaphone)
- Opening and closing office duties
- Coordinating incoming and outgoing mail
- Maintaining and ordering office supplies
- Recording of staff meeting minutes
- Managing file systems
- Dealing with the correspondence of youth orders from court
- Entering and updating information and offences from Court Orders onto SYOCAMS (government computer program)
- Developing charts, spreadsheets, and forms suited to workers specific needs using Microsoft Excel and Word
- Keeping track of caseload assignments, reports ordered, closures, openings, re-opens
- Supervised administrative practicum students

2013-2014

Humboldt Conexus Credit Union - Financial
Service Representative

- Opening and closing branch procedures
- Processing transactional based services for members such as deposits, bill payments, withdrawals, cheque cashing, loan payments/ payouts, and quickline disbursements in the utmost confidential manner
- Balancing daily transaction items of deposits, cheques, outgoing cheques, all cash and member transactions
- Following security procedures and policies related to cash management and other operational controls
- Processing foreign exchange transactions
- Educating members about our cards, new accounts, credit checks, RRSPs and Term Deposits
- Completing wire transfers & rental of Safety Deposit Boxes
- Recognizing member needs with solutions
- Selling and setting up member cards, IVR, and Net Banking

REFERENCES: Available upon request

