

Steph Lewis

EMPLOYMENT

february 10 - present

Ministry of Community Safety & Correctional Services.
Scheduler to the Assistant Deputy Ministry and CAO.
Creating a new electronic filing system for the future.
Fulfilling administrative tasks day to day such as financial and scheduling management for our entire division

november 08 - present

Freelance web design.
Have been working on various side projects which can be found at
www.steph-lewis.com

summer 2009

Ministry of Community Safety & Correctional Services.
Project Assistant and Scheduler to the Assistant Deputy Ministry and CAO.
Organizing & consolidating the old filing system and creating a new system for the future. Also fulfilled administrative tasks day to day such as financial and scheduling management.

march 09 - april 09

Sony Music Canada.
New media intern at international music company. Duties included web banners, magazine ads, editorials, web design, CSS and XHTML.

summer 2008

Ministry of Community Safety & Correctional Services.
Web Assistant & Administrative Assistant. Was also the lead for a Summer Student Network (SSN). Designed/developed website for the SSN.

may 07 - march 08

Shoppers Drug Mart.
Cashier Supervisor. Was in charge of opening and closing the store, dealing with large amounts of money as well as delegating and supervising all staff.

november 05 - april 07

Horseshoe Valley Resort.
Cafeteria Cashier and golf course beverage cart server.

AWARDS

2009

President's Award - Humber College
Academic Achievement Award - Humber College
Standard First Aid/CPR Training - Level C

2004

Academic Achievement Award in Math - Brigidine College

2003

Academic Achievement Award in Math - Brigidine College

INTERESTS

Music
Movies
Travelling
Dining out
Macs

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EDUCATION

Humber College, Toronto sept 09 - january 10

Web Development Certificate.
First Semester on Dean's Honour Roll

Humber College, Toronto sept 07 - may 09

Multimedia Diploma.
Every semester on Dean's Honour Roll.
Graduated first in the program.

Brigidine College, Sydney, Australia 1999 - 2004

High School Diploma

SKILLS

software:

Photoshop
Dreamweaver
SQL Developer
Flash
Visual Studio 2008
Final Cut Pro
Microsoft Office (Outlook, Powerpoint, Excel, Word, CCM Mercury)

languages:

Hand coded XHTML/CSS
Javascript
PHP
Basic ASP.NET

personal:

Excellent oral and written skills.
Great teamwork ability.
Highly organized, productive & efficient.

VOLUNTEER WORK

2010

Fundraising / biking for "Big Bike" for Heart & Stroke

2010

Fundraising / walking for MS Walk 2010

2006 - present

Sell merchandise for local Toronto Indie band at their shows.

2005

Fundraising for "Places for People."