

stephanie lewis

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EMPLOYMENT HISTORY

- Summer 09 PROJECT ASSISTANT/SCHEDULER TO ASSISTANT DEPUTY MINISTER
Ministry of Community Safety & Correctional Services, Toronto, Ontario
Office of the ADM and Chief Administrative Officer
- Organizing and consolidating the Division's 2006-2008 filing system.
 - Developing and building the Division's new filing system for the future
 - Fulfilling a variety of administrative tasks on a day to day basis such as financial management
- Mar 09 - NEW MEDIA INTERN
Apr 09 *Sony Music Canada*
- Web banners, advertisements etc
 - Graphic Design (Magazine ads, editorials etc)
 - Web design, XHTML, CSS
- Summer 08 ADMINISTRATIVE ASSISTANT/WEB ASSISTANT
Ministry of Community Safety & Correctional Services, Toronto, Ontario
Facilities, Emergency Management & Security Branch
- Executive lead for Summer Student Network
 - Designed/developed website for Summer Student Network on Government Intranet
 - Acted as scheduler to Assistant Deputy Minister
 - Fulfilled a variety of administrative tasks on a day to day basis
- May 07 - CASHIER SUPERVISOR
Mar 08 *Shoppers Drug Mart, Toronto, Ontario*
- Dealing with large amounts of money
 - Delegating and supervising all employees
 - Shutting down the store alone on weekends
- Nov 05 - CAFETERIA CASHIER, BEVERAGE CART
Apr 07 *Horseshoe Resort, Barrie, Ontario*
- Serving food
 - Serving alcohol
 - Cleaning duties
 - Cash register
- Dec 04 - NANNY
Jun 05 *Private residence, Sydney, NSW, Australia*
- Care of three small children
 - Cooking, cleaning, errands
- 99 - Jun 05 CASUAL OFFICE ASSISTANT
Medical Director, St Leonards, NSW, Australia
- Collating of large volume office mail outs
 - Filing
 - General office duties

EDUCATION

- Sept 09 - Present **WEB DEVELOPMENT CERTIFICATE**
Humber College, Toronto, Ontario
- Web Programming
 - ASP.NET
 - Oracle Databases
 - Project Management
- Sept 07 - May 09 **MULTIMEDIA DESIGN & PRODUCTION TECHNICIAN DIPLOMA**
Humber College, Toronto, Ontario
- Web Design & Development
 - Flash Design
 - Photoshop Techniques
 - Digital Audio
 - Digital Video
 - Finished every semester on the Dean's Honour Roll and finished final semester first in the program
- Sept 05 - Apr 06 **CULINARY MANAGEMENT PROGRAM**
Georgian College, Barrie, Ontario
- 1999 - 04 *Brigidine College, St. Ives, NSW, Australia*
- Completed Grade 12 Higher School Certificate

AWARDS RECEIVED

- 2000:** Australian Mathematics Trust, Westpac Award
2003: Academic Achievement in Math
2004: Academic Achievement in Math
2009: Standard First Aid/CPR Training - Level C
2009: Academic Achievement in Multimedia Program at Humber College
2009: President's Award at Humber College

SKILLS

- Typing ability of up to 65 wpm.
- Administrative experience in an Executive Office.
- Extensive proficiency with various software programs such as Microsoft Word, Excel, Outlook, PowerPoint etc.
- Sound knowledge of design software such as Adobe Dreamweaver, Photoshop, Flash, Adobe Audition, Final Cut Pro etc.
- *Interpersonal* ability - enjoy dealing with people.
- *Organized* lifestyle both at work and in personal life.

VOLUNTEER WORK

- 2005:** Fundraising for 'Places For People'
2006 - Present: Sell merchandise for a local Toronto Indie band at their shows

REFERENCES

Available upon request.