

MAELINA DE GRASSE

HIGHLIGHTS OF QUALIFICATIONS

- Graduate; Applied Communication (ACP); Camosun College
- Employed as Audio/Video Assist with Olympic Broadcasting Services in 2010 Olympics
- Computer Skills: Adobe Creative Suite, Final Cut Pro, PDF Process, Mac and PC
- Previous set experience including producing and directing 20 minute sitcom
- Bringing 6 years customer service experience through restaurant industry
- Strong organizational skills developed through heavy workloads in ACP

EDUCATION

Applied Communication Program 2010
Camosun College, Victoria BC

- Co-op Placement: Newsletter Publishing Intern, Camosun College
 - Designed and Developed a Newsletter for Co-operative Education Department
 - Presented drafts and held meetings for critique and discussion
 - Made contacts and set meetings for interviews and information sessions

High School Diploma 2006
Mount Douglas Senior Secondary, Victoria BC

SKILLS AND EXPERIENCE

COMPUTING AND TECHNICAL

- Trained with both Mac and PC software
- Proficient using Adobe InDesign, Illustrator, Photoshop, Dreamweaver and Page Maker, as well as Audition, Premier, After Effects and Final Cut Pro
- Experienced with Adobe Reader, PDF process, web design and web browsers
- Designed own professional website and online portfolio
- Fundamental knowledge of HTML and CSS

ORGANIZATION AND LEADERSHIP

- Contacted sources, gathered information and conducted interviews for Camosun Newsletter
- Wrote, directed and produced a 20 minute television show – in charge of all equipment, crew schedules, set design and actors
- Experienced in time management skills, including meeting frequent deadlines
- Delegated and oversaw tasks for other students in leadership program
- Organized and budgeted countless school-wide events

COMMUNICATION

- Excellent written communication demonstrated through writing articles for Camosun College's Nexus Newspaper
- Discussed and communicated ideas with supervisors and staff of the co-operative education department at Camosun College to efficiently design and create an employer based newsletter
- Strong verbal communication skills demonstrated through public speaking, facilitating meetings and directing camera crews
- Effectively communicated information to volunteers and students as a member of the executive council of Mount Doug Leadership

RELATED WORK EXPERIENCE

Photographer and Media Generalist 2009-Present

De Grasse Photography and MDMedia

- Photographer for hire including portraits, lifestyle photography, headshots and weddings
- Personal business (MDMedia) generalizing in most media forms, including audio, video, publishing, journalism, photography and web design
- Designed personal website and business cards

Audio/Video Assistant 2010

Olympic Broadcasting Services Vancouver

- Assisted with running audio cables in preparation for events located in Whistler and the Nordic Biathlon and Cross Country
- Served as a camera assist during and after events
- Reported to AV crew for any extra hands needed involving maintenance, set up and take down

OTHER EMPLOYMENT

Server 2009-2010

The Blethering Place Tea Room

- Multitask and maintain 6-10 tables at a time while providing friendly and efficient service
- Assemble own deserts and high teas
- Greet customers at door and manage many large tour groups along with other servers

Server

Romano's Macaroni Grill 2006-2009

- Multitasked and maintained 6-8 tables at a time while providing friendly and efficient service
- Assembled food while communicating with the chef, cooks and servers
- Greeted customers at door and took reservations and inquiries on the phone

VOLUNTEER EXPERIENCE

Broken Mirror Films - 24hr Film Slam, Set Volunteer, Victoria BC 2009

Healthy Youth Survey, Participant, Victoria BC 2003-2010

Kidney Foundation, Canvassing, Victoria BC 2003-2006

Heart and Stroke Foundation, Canvassing, Victoria BC 2003-2006

Light up the Night, Event Volunteer, Victoria BC 2005