

Highlights

Master Degree in
Education, with
additional coursework
in Multimedia learning

Experience in research,
program design &
development,
implementation and
assessment strategies

Experience in post
secondary teaching
and learning;
marketing and
administration

Independent, efficient,
problem solver, strong
ability to work under
deadlines

Proficient in MS Office
& Adobe applications,
Internet & social media

Work Experience

PhotoTeam.ca

2015

Founder

- Strategic planning, marketing and sales implementations
- Organizing photo library for each event, website design and maintenance
- Maintaining professional working relationships with sports organizations and officials
- Hiring and training auxiliary staff

City of Coquitlam

Winter 2014 - Fall 2015

Recreation Instructor

- Delivered arts and sports programs at Poirier Community Center.
- Created lesson plans and seasonal program proposals.
- Adhered to city standards and requirements, reported to Program Supervisor.

SFU, Burnaby, BC

Fall 2014

Research Assistant

- Under supervision of SFU professor worked with Musqueam artist and weaver collecting data on weavings, blanket, and other pieces.
- Traveled to assigned venues to perform photo sessions of items, created and maintained photo library, completed projects, attended to all correspondence and consistently met deadlines.

VANEXION Education, Burnaby, BC

Spring / Summer 2014

Educational Specialist & Digital Artist

- Drew unique and precise mathematical graphs using Adobe Illustrator.
- Hand code LaTeX files to produce press ready PDF files with complete and accurate solutions for calculus 1st, 2nd year college / university level.
- Used specific knowledge of teaching math to advice on presenting explanations in a logical manner.
- Uploaded files onto the web-site maintaining a high degree of accuracy & efficiency.

PACE Canada College (education, non-profit), Surrey, BC

Fall / Winter 2013

Marketing & Digital Specialist

- Planned and prepared all marketing materials for exhibitions, trade shows, monthly promotions. Coordinated and collaborated with the team on marketing strategies before and during the event.
- Updated monthly calendar on the web-site, maintained profiles of instructors and course descriptions current and accurate. Designed and printed student cards, course promotional materials, gift certificates, diplomas, etc.
- Created power point presentations for the Board Meetings, took minutes, and prepared reports as instructed by the Director.

ScanDesigns, Coquitlam, BC (furniture retail, BC owned)

2006 - 2013

Advertising Designer, Office Administration

- Designed over 100 full page advertisements featured in leading newspapers.
- Created original marketing material for all upcoming events and promotions.
- Maintained a bank of photos and worked efficiently with management to allow new products to be instantly featured on the web-site.
- Assisted on the sales floor, created invoices, called clients to advice on delivery time frames, schedules service and offered customer care, thus taking some load off sales and delivery departments during busy hours.
- Worked in accounts receivable, manually input daily transactions into spreadsheets according to requirements. Performed bank deposits on a weekly basis.
- Insured cash flow balanced with batch reports on a daily/weekly/monthly basis.
- Maintained effective communication on all projects with the CEO, department and branch managers.

Bauman Moscow State Technical University, Russia

2000 - 2006

Faculty of Linguistics, ESL Instructor

- Taught courses in English phonetics, reading, writing, listening comprehension, grammar & spelling, translation and interpreting.
- Designed and implemented curriculum for upper intermediate and advanced levels with the emphasis on Scientific and Business English.
- Developed mid-term and year end assessment tests recognized by the Faculty.
- Conducted research in computer aided education, attended related conferences, actively used and promoted audio/video resources.
- Presented reports at regular Board meetings.

*Professional
Development*

Simon Fraser University, Burnaby, BC

2015

Faculty of Education, Master of Education Degree courses in Mathematics, Educational Technology & Learning Design

Simon Fraser University, Burnaby, BC

2015

University Teaching and Learning for Graduate Students, Certificate

UBC, Vancouver, BC

2009, 2013

Multimedia Design and Web Development, *selected courses*

Moscow Pedagogical State University

1995 - 2000

Teacher of Physics and English, Diploma

Instructor Skills Workshop, SFU

2014

St. Johns Ambulance, Standard First Aid with CPR – HCP

2012

Nikon School of Photography, Seattle, WA

Digital SLR Photography, Colour, Light, Technology

2009

ICC Europe, Athens, Greece

2004

Participant of the Conference "Language Testing and Assessment"

European Center for Modern Languages, Moscow, Russia

2001

Participant of the Conference "Vocationally Oriented Language Learning"

References

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