

Thomas G. Fairbairn

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URL: <http://www.trafford.com/Bookstore/BookSearchResults.aspx?Search=hanalan's>

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PROFESSIONAL OBJECTIVE

To lend my creativity, experience and expertise, working independently, and with other creative, talented, positive and energetic people to create 360-success ads and campaigns.

SUMMARY OF SKILLS

- Critical reasoning and quick, effective problem solving
Details, details, details
- Excellent written and oral communication skills
Published article in OCAD Forum magazine "The Business of Art" (Vol 3, Issue 12)
Secured a grant from Canada Art Council to catalogue OCAD archival holdings
- Strong time management skills
Details, details, details
- Leadership skills
- **Details, details, details**
- Able to understand and follow instructions, keeping the big picture in mind and paying attention to details
Details, details, details
- Ability to learn quickly
Details, details, details
- Excellent team player skills
Details, details, details
- Fluency in both English and French
Details, details, details

EDUCATION

Bachelor of Design (BDes) in Advertising
Ontario College of Art and Design

April 2007
Toronto, ON

WORK EXPERIENCE

Branch Assistant

Sept 2006-Present
Toronto, ON

BMO Nesbitt Burns Private Client Division

- Performed main reception duties for both King North/South and University/York branches
- Organized and recorded inbound and outbound couriers
- Assisted in various duties inside King North/South cage
- Performed Sales Assistant duties when floating in King North/South branch
- Verified and organized all client files
- Handled and delivered inbound and outbound cheques

Shift Supervisor / Learning Coach

Sept 2004-Sept 2006
Toronto, ON

Starbucks Coffee Company

- Managed and took part in effective communication, training, and relationship development with other partners

- Developed close relationships with regular customers through consistent, friendly service
- Exercised time management skills when running store
- Finished both leadership course and learning coach course offered by company
- Learned all recipes of drinks and drink calling method in a short period of time
- Provided consistent, efficient, and friendly service to meet Starbucks' customer service standards

Korean Marketing Coordinator / Counsellor

Aug 2004-Sept 2004

Business English School of Toronto (BEST)

Toronto, ON

- Counseled students, helping them overcome any obstacles they encountered while studying at BEST
- Communicated with various International Studies Agencies in Canada regarding the students
- Developed good relationships with agents at various International Studies Agencies
- Performed reception duties at main desk
- Researched data on web for new information useful to BEST and students

Receptionist

Aug 2000-July 2004

Don Mills Centre Optometrists of Dr. Nancy Chung & Dr. Rita Chee

Toronto, ON

- Contributed to energized and positive atmosphere in the office
- Booked and organized patient appointments
- Registered and screened patients previous to eye exam
- Communicated with OHIP on eligibility of patients
- Prepared and filed patient files
- Billed patients to OHIP through the computer system
- Handled contact lens fittings for new contact lens wearers
- Trained new staff
- Organized office at end of the day
- Handled cash

COMPUTER PROFICIENCY

- Operating Systems: Windows 95/98/2000/XP, Macintosh OSX
- Microsoft Office Applications: Excel, Word, Powerpoint
- Graphic Software: Adobe Creative Suite One/Two/Three
- WEB PRESENCE ...

http://www.ocad.ca/current_students/advising_campus_life/employment_career_info.htm

LEADERSHIP EXPERIENCE

Media Team at St. George The Martyr's First Unitarian Church

Current

- Preparing PowerPoint presentations for worship every Sunday
- Help manage A/V equipment during worship and service in media room

Fashion Show at Don Mills Collegiate Institute

2002

- Designed and produced 5 full pieces for show
- Headed backstage make-up team, producing models' make-up, hair

Worship Team at I Am Community Centre

1998-2000

- Led worshipping and praising before each service as a member of worship team
- Choreographed worship with team each week

REFERENCES AVAILABLE UPON REQUEST