

RÉSUMÉ WORLD INC.

2610 Weston Road, Suite 208

North York, Ontario

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Telephone: (416) 245-6528

www.resumeworldinc.com

CAREER PROFILE

A self-starter, proficient and results-oriented individual with expertise in Public Relations/Communication, Protocol/Liaison, Business/Financial Management and Military, supported by a progressive career spanning over 10 years. A proven track record of accomplishments in Management, Administration, Human Resources, Staff Training/Development/Motivation and Administration of policies/procedures to ensure the effectiveness of operations. Ability to communicate effectively at all levels; interact supportively within a team environment; cope well under pressure and stressful situations; and adapt readily to the demands of the job. Possess strong leadership, decision making, problem solving, interpersonal, supervisory and time management skills.

AREAS OF EXPERIENCE

PUBLIC RELATIONS/COMMUNICATION

- Act as advisor on military protocol, ceremonial and security matters
- Responsible for organizing formal dinners, diplomat conventions and public relations functions
- Act as liaison between the government and outside agencies to coordinate media information including bulletins, news releases, announcements, festivities, etc.
- Represented the government at business/community functions, both formal and informal
- Oversaw and approved all correspondence including newsletters, conference papers, briefing papers, brochures, promotional literatures, memorandums, etc.

MANAGEMENT/ADMINISTRATION

- General Manager of Brown Co. - responsible for the overall management, administration, human resources, daily operations, efficiency and profitability of the company
- In charge of all sales, marketing and promotion of all foodstuffs, confectionery, snack foods, cosmetics and pharmaceuticals, including meeting weekly sales projection
- Accountable for the financial performance of the business in areas such as budget planning, expense control, profit/loss, salary administration and financial reporting
- Trained, directed, supervised, motivated and provided ongoing support to all staff members
- Screened applicants, interviewed, recruited and oriented new staff; evaluated staff performance and prepared annual appraisals of key personnel

SECURITY/INVESTIGATION

- In charge of overall security of the premises, including crime prevention, public protection, investigation, interrogation and apprehension of offenders
- Compiled information and prepared written reports
- Maintained constant vigilance to prevent or minimize theft and vandalism to public premises
- Implemented and reinforced safety procedures throughout the building

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COMMUNITY SERVICES

- Vice-President of the Junior Chamber of Commerce
- Vice-President of the Executive Committee of the Blind Welfare Association
- Chairman of the St. John's Council of the St. John's Ambulance Brigade
- Member of the Governing Body of the Boys' Secondary School

PERSONAL STRENGTHS

- Effective leader, motivator, decision maker, problem solver and team player
- Proficient, resourceful, results-oriented, energetic, assertive and diligent
- Strong entrepreneurial abilities
- Ability to get the job done on time and in the most cost-effective manner
- Excellent planning, coordination, time management, supervision and organizational skills
- Ability to build and maintain productive relationship with subordinates and superiors
- Enjoy working within a fast-paced and challenging environment

EMPLOYMENT HISTORY

1993 - Present	MEINEKEL SECURITY SERVICES INC. Security Officer/Private Investigator
1987 - 1993	PROTOCOL CANADA INC. Security Officer/Private Investigator
1989 - Present	THE CANADIAN ARMED FORCES RESERVES Captain
1988 - 1991	ROSEDALE FINANCE CO. Manager
1985 - 1986	CANADIAN CORPS OF COMMISSIONERS Detachment Commander
1982 - 1985	BROWN & CO. LTD. General Manager
1979 - 1982	Aide-de-Camp to her Excellency, The Governor

EDUCATION

Terrorism and Law Enforcement, SENECA COLLEGE OF APPLIED ARTS & TECHNOLOGY

Investigative Sciences & Police Studies Diploma, GEORGE BROWN COLLEGE

Studies Leading to a Diploma in Business Administration, RYERSON POLYTECHNIC INSTITUTE

REFERENCES

- Available upon request

www.resumeworldinc.com or simply give us a call today.

LOCATIONS

Résumé World Inc.
1200 Markham Road, 108
Toronto, Ontario
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