

NALEDI GIBSON

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ON, CANADA P3A 5C5
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naledigibson@gmail.com

SKILLS & ABILITIES

Computer & Technical Literacy
Excellent Time Management
Flexible & Adaptable
Proficient Reader
Problem Solver
Dedicated
Creative

EDUCATION

Cambrian College
PUBLIC RELATIONS
Sept. 2009 - April. 2012
Sudbury, ON

O.S.S.D.

MEDIA ARTS MAJOR
Sept. 2006 - April. 2009
Sudbury, ON

CERTIFICATIONS

Microsoft Word
Microsoft Excel
Microsoft Powerpoint
Adobe InDesign CS6
Adobe Photoshop CS6
Bronze Medallion
SMART Serve
Valid Driver License
Valid Passport
ACTRA

CAST & CREW WORK EXPERIENCE

Stand-In

Carter Season 1(TV) | North Bay, ON

Art Dept. Assistant

Buckout Road Productions (Film) | Sudbury, ON

Body Double & Photo Double of "Kinzi"

Defiance Season 3 (TV) | Toronto, ON

OTHER EXPERIENCE

PERSONAL ASSISANT | Sudbury, ON

My primary role was to care for a premature baby & his injured mother but my role eventually extended to the whole family & included doing groceries, laundry, garden work, party planning, making outfits as well as caring for the family dog.

RESERVATIONS MANAGER | Toronto, ON

Icon Legacy Hospitality

Provided polite, concise communication with a large volume of high-end guests from our Head Office & with a diverse work force throughout six operating locations via telephone.

LEAD HOST | Toronto, ON

Byblos Restaurant

Developed hosting procedures & standards in a brand new Icon Legacy Restaurant to accommodate the highest quality of service & guest experience. My role oversaw greeting, seating & the maintenance of guest-relations information in a two-story restaurant visited frequently by well-known public figures.

TEAM LEADER | Sudbury, ON

Dynamite Clothing Store

As part of the management team I was in charge of daily store operations including: training/coaching of staff, updating our Head Offices hourly of sales, ensuring a safe work environment, keeping staff informed on company policies & enforcing proper procedures. As the Visual Assistant my role was to make sure the visual maintenance of the store & it's products were current with weekly branding standards or any updated changes made from Head Office.

EVENT COORDINATOR | Sudbury, ON

RUN-A-WAY Fashion Show

Organized a large, catered charity fashion show on a strict timeline successfully, raising over \$3000 in donations for both, The Arthritis Society & Cambrian College. My role involed creating the visual theme design for media publications & marketing, as well as soliciting sponsorships.

References available upon request.