

Resume of Thomas V. Tkach

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WORK EXPERIENCE

Bookkeeper, PVT Downstream Technologies Inc.; Toronto, ON - June 2016 - present

- Responsible for maintaining financial records for company

Background Performer, Morgan Rickman Talent Agency; Toronto, ON – November 2015 – present, July 2010 – July 2011, and June – December 2008

- Background performer for television and film
- Engaged in minor dialogue work
- Auditioned for non-union roles

Office Manager and Marketing Coordinator, Complete Winding Solutions Inc.; Toronto, ON - August 2010 – August 2015

- Managed the company books to insure timely incoming and outgoing pay/payroll
- Wrote, shot, edited and directed various promotional videos for company, including a corporate video and trade show video
- Built and designed company website
- In charge of coordinating inbound and outbound shipments for company goods, ordering parts, and analyzing if jobs remained on budget

Server and Doorman, Baka Gallery Cafe; Toronto, ON - October 2014 - April 2015

- Responsible for serving drink and food during special events in upscale west-end cafe/art gallery
- Worked the door to ensure venue did not exceed capacity

Associate Producer and Writer, “Piazza Petawawa: The Paradox”, Rino Noto Foto/Boxcar Studios; Toronto, ON - January - October 2012

- Liaised with Director and Editor in sequential development of a World War II documentary broadcast on City TV/screened at the TIFF Bell Lightbox as a part of the Italian Contemporary Film Festival
- Wrote promotional excerpt for documentary on film festival’s website
- Negotiated salaries for key above the line personnel and scouted talent for voice over work

Server, Thai Lime; Toronto, ON - September 2011 - February 2012

- Responsible for serving food and beverages in fine dining Thai restaurant

Fit Tester, Premier Fitness Club; Toronto, ON - August - November 2010

- Responsible for conducting fit tests for all new members in order to determine eligibility for personal training

Bike Courier, OA Courier; Toronto, ON - March - June 2008

- Responsible for delivering parcels to and from hundreds of companies in the downtown core

President, Protege Productions; Toronto, ON - December 2004 - August 2006

- Self-employed
- Wrote, shot, edited and directed community videos for Real Estate agents
- Made a promotional video for an Engineering company in Woodbridge
- Wrote proposal for sports reality show pitched to the CBC

Drama Instructor, Scadding Court Community Centre: Toronto, ON - February - June 2006

- Responsible for teaching students with disabilities drama

Personal Trainer, Bally Total Fitness: Toronto, ON - October 2003 - June 2004

- Trained clients with a wide variety of fitness goals to achieve optimum fitness results

Production Assistant, World Affairs Television Productions: Montreal, QC - July - August 2003

- Responsible for researching show ideas, setting up meetings for Executive Producer, and organizing/labeling database of programs

Membership and Promotions Coordinator, Premier Fitness: Mississauga, ON - June - August 2001 and June - August 2000

- Signed prospective customers to fitness memberships and gave tours
- Organized events to promote brand and clubs

FREELANCE WORK

Videographer, Photographer, and Editor, Mudokwan Taekwondo Academy: Mississauga, ON - October 2011 - November 2014

- Developed a commercial for Taekwondo studio broadcast on CITY TV and OMNI in Ontario
- Completed various other promotional assignments

Survey Interviewer, Research Design Specialists: New York, NY - March 2005

- Conducted market research survey for a selected group of potential consumers on BMW's Mini Cooper

EDUCATION

University of Toronto: Toronto, ON – Certificate in Conversational French – September 2013 – July 2015

- J'ai obtenu mon certificat en français de conversation, Niveau 1-4

Ryerson University: Toronto, ON - Bachelor of Applied Arts in Radio and Television - September 1998 - June 2004

- Majored in television production, performance, and script writing

Association of Canadian Fitness Professionals: Toronto, ON - Personal Trainer Specialist - February – October 2003

- Certified in Personal Training and First Aid

Philip Pocock Catholic Secondary School: Mississauga, ON - Diploma - September 1993 - June 1998

- Majored in mathematics, dramatic arts, and physical education
- Graduated with proficiency

COURSES AND WORKSHOPS

Spanish, Level 1, University of Toronto, January – March 2017
 Acting 1, The Second City Training Centre, September – October 2016
 QuickBooks, George Brown College, May - August 2016
 French through Film, University of Toronto, May – July 2016
 German, Levels 1-2, University of Toronto, January 2015 – May 2016
 Foundations of Project Management, University of Toronto, September – December 2015
 Camera Theory, Liaison of Independent Filmmakers of Toronto, October 2013
 Accounting Fundamentals, University of Toronto, January - April 2013

INTERNSHIPS AND VOLUNTEER WORK

Researcher for International Sales, Canamedia Productions; Toronto, ON - October 2003 - April 2004

- Completed database of potential Eastern European buyers

Award Presenter, Television and Radio Achievement Awards; Ryerson University, Toronto, ON - April 2000

- Presented Award for “Best Documentary” for university awards show broadcast on Rogers TV

INTERESTS

- Enjoy playing tennis, hockey, skiing, going to the gym, learning languages, and traveling

OTHER NOTABLES

- Working knowledge of Microsoft Word, Outlook, Excel, Power Point, Prezi, Photoshop, Final Cut Pro, Freeway Pro and QuickBooks, among other applications
- Developing a photography and stock film portfolio with Canon Rebel T5i
- Born in the former Czechoslovakia and am semi-fluent in Slovak, understand Czech
- Have travelled to 20 + countries in my life, including Canada
- Blue stripe in Taekwondo
- Dual Canadian and European citizen
- Smart Serve certified

REFERENCES

Available upon request