

ALEXIS ANDERSON

461 Maple Grove Drive. Oakville, Ontario. L6J 4V9
T: 905 849 1441 F: 905 849 0441
E: kat.anderson@hotmail.com

OBJECTIVE

To further develop my organisational and team skills within a challenging and responsible environment.

KEY SKILLS

- Enthusiastic, self-motivated.
- Excellent interpersonal, communication and time management abilities.
- Skilled multi-tasker
- Able to work independently.

ACHIEVMENTS, AWARDS AND ACCOMPLISHMENTS

First Aid Certificate
Play Piano, Flute, Guitar
Art exhibited – Oakville Trafalgar High School
Photography exhibited - Cameralinks 2005, Gallery 44, Toronto

EMPLOYMENT HISTORY

- Care-giver.
- Production Assistant, Steam Films Inc.
- Receptionist/Production Assistant, Soft Citizen Films Inc.
- Voice-over artist. Member ACTRA Toronto Performers.

EDUCATION

Oakville Trafalgar High School, Oakville, Ontario
2002 – 2006 Graduate.
Coombe Girls School, New Malden, Surrey, England.
1999 – 2002

COMPUTER KNOWLEDGE

- MS Word, Windows XP, PowerPoint, Photoshop, Internet.

INTERESTS

Photography
Fashion
Music

REFERENCES

Available on request.