

PHEOBE SPIWAK

293 Runnymede Rd
Toronto, ON M6S 2Y5
Mobile: 416 433 4283
pheobespiwak@gmail.com

CERTIFICATIONS

- SmartServe certified
- Has full G drivers license
- Fluent in French

LOOKING FOR

- Consistent part-time work
- A fulfilling work environment
- An opportunity to gain further skills

EMPLOYMENT EXPERIENCE

Fresh Avenue – Grocery store

2021-2024

Worked as cashier, was responsible for customer service, stocking, cleaning, closing the store, and other roles at a family-owned grocery store. Often worked multiple roles without direct supervision. Had to pivot and manage customer expectations when short staffed.

Internship Role - At Humber College

Summer 2023

Helped design promotional campaigns for Humber College services and events. Worked on graphic design & copy for posters. Worked both as part of a team, and independently.

VOLUNTEER EXPERIENCE

Student Short Films – Humber College – Bachelor of Film & Media Production – Toronto, ON

Graduated April 2024

Worked in numerous roles on 10+ short films as part of the four-year program. Was responsible for arriving to set on time, prepared, with whatever resources were necessary for the role at hand. Responsibilities ranged from working as part of a team, coordinating with other departments, working independently, and planning & scheduling.

Library Assistant – Humberside Collegiate Institute Library, volunteer – Toronto, ON

September 2016 – June 2017

Worked at front desk, engaging with customers, filing books on shelves. Assisted students in finding books within the library. Cleaned up library after hours: re-organizing chairs, desks, closing windows, sweeping.

EDUCATION

Humber College - Bachelor Of Film & Media Production

Graduated April 2024

Has experience with all levels of production, primarily in post-production picture and sound editing. Has worked in multiple postproduction applications. Writing experience on film scripts, as well as essays and other academic fare.

REFERENCES

Fresh Avenue

Deka Askar, Owner

Email: admin@freshavenue.ca

City Bird Short Film

Jenna Dodman, Director

jenna.maillynn217@gmail.com

Additional references available upon request