

# PHEOBE SPIWAK

293 Runnymede Rd  
Toronto, ON M6S 2Y5  
Mobile: 416 433 4283  
pheobespikwak@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](mailto:admin@freshavenue.ca)

### **City Bird Short Film**

Jenna Dodman, Director

[jenna.maillynn217@gmail.com](mailto:jenna.maillynn217@gmail.com)

Additional references available upon request