

Orlando West

1640 Knole Rd | Montreal QC | H3G 4B7 | 514.842.5400

iheartvita@gmail.com

Profile

- 4 years of combined experience in proofreading and editing ○
- Passionate about the intricacies of language and writing
- Keen research skills and strong analytical thinking
- Clearly defines goals in order to work efficiently and optimize results ○

Resourceful and creative

Education

Bachelor of Arts, English Literature

DATE

Concordia University, Montreal QC

Diploma of Collegial Studies, Literature profile

DATE

Dawson College, Montreal QC

Languages

English, French: spoken and written

Computer Skills

Microsoft Office: Word, Outlook, PowerPoint

Relevant Experience

Writer

Oak Tree Productions, Montreal QC

DATE

- Research articles and verify data
- Write banners and maintain blog for film company

Tutor, freelance

Concordia University, Montreal QC

DATE

- Proofread and edited students' assignments
- Guided students through research process for essays, from topic choice to creating an outline
- Prepared students for exams

Administrative Assistant

Shawaddy Communications, Montreal QC

DATE

- Typed, proofread and formatted dictated business reports
- Organized business correspondence for all junior partners
- Responded to e-mail queries for information from potential clients

Other Work Experience

Data Entry Clerk

Sun Life Canada, Montreal QC

DATE

- Received and organized insurance policies according to type
- Entered data accurately and efficiently

Clerk

Blockbuster

DATE

- Greeted customers in a cheerful manner
- Handled customer transactions
- Re-stocked shelves including pre-viewed movies and snacks

Publications

“The Atavistic Avatar” (poem), The TNO Review

DATE

“Long Arms” (poem), Creations Journal

DATE

Extracurricular Experience

Member

C.A.S.E. (Concordia Association for Students in English)

Concordia University, Montreal QC 2008 ○ Informed new students about the activities offered by the student association

- Promoted activities, such as Poetry readings and writing contests, to new and current students

Awards

Irving Layton Award for Creative Writing - Poetry

DATE

References available upon request