

LINDSAY WOOD

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Education

- September 2018 – June 2020 (Expected) / New Brunswick College of Craft and Design
Digital Media Program program
 - September 2017 – June 2018 / New Brunswick College of Craft and Design
In the Foundation Visual Arts Certificate program
 - May 2016 / Mount Allison University
graduated with a Degree in the Bachelor of Arts Program with a Major in Sociology and a Minor in Women & Gender Studies.
 - June 2012 / Fredericton High School
graduated with honours in the general academic program
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Work Experience

June 2018 – September 2019 – Exhibit Interpreter for Kings Landing Historical Settlement

- Communicated important information to visitors to enhance their experience
- Involved visitors while discussing and explaining exhibits and artifacts
- Summarized and condensed information in a exciting and engaging manner
- Provided immersive and adaptive tours to visitors around the site
- Directed and recommended important attractions to visitors based on their preferences and background

July 2017 – January 2018 – Customer Service Associate for SEARS

- Took ownership for enhancing the customer experience
- Partnered with selling and sales support associates to provide superior

customer service (i.e., assist customers, answer phones)

- Change Orders, Opened/Closed Register, Completed customer transactions accurately and efficiently at point-of-sale
- Optimized credit, gift card, Sears Club reward points
- Assisted in resolving customer issues, including returns and exchanges
- Assisted with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours
- Performed other duties as assigned

February 2017 – June 2017 – Kindergarten Support Worker for Anglophone District West

- Assisted with daily activities in the classroom
- Prepped activities for the children, supervising their classroom activities
- Helped children get ready to go out for recess and home for the day
- Helped teachers where needed

June 2016 – August 2016 – Outreach and Promotions Coordinator for Autism Connections Fredericton

- Assisted in promoting programs, events, and fundraising initiatives using social media, media, creating promotional materials, advertisements etc.
- Assisted in implementing fundraising initiatives.
- Coordinated and staffed information booths throughout Fredericton and surrounding communities.
- Assisted with the maintenance of the daily functions of the centre (ex. safety, cleanliness, and organization including storage and displays).
- Maintained accurate records.
- Data entry
- Additional duties as assigned by the Executive Director.

April 2016 – June 2016 – Human Services Counsellor for Integrity Home Health Services

- regular supervision as necessary.
- Supervised visits: to observe and report on interactions between parents/guardians and their children.
- Mentoring: working with young adults and teaching them life skills to ensure and prepare for a healthy future.
- Worked with emotionally disturbed and/or behaviorally troubled young people and their families.
- Worked with non-compliant parents/guardians.
- Developed interpersonal relations between family members and self.
- Initiated and maintain satisfactory relationships with clients
- Appropriately communicated existing and potential needs of the client
- Observed and record each visit, Maintain confidentiality & Appropriate documentation

- **June 2013 - August 2013 & May 2014 - Crew Member (Little Caesars, Fredericton)**
 - **May 2013 – August 2013 – Banquet Server (Crowne Plaza, Fredericton)**
 - **June 2012 – August 2012 - Activities Leader/Office Assistant (J. J. Fraser Farraline Home, Fredericton)**
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Skills & Strengths

- Knowledge and use of CSS/HTML
 - Proficient in Adobe Products including: Animate, Photoshop and Illustrator
 - Audio Editing, Podcasts, Levels, etc
 - Focused, attention to detail
 - Strong worker, adaptable, futuristic
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References

- I am currently waiting for confirmation of use for certain references. They will be sent along ASAP.
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