

Reed Dick

163 Audrey Ave, Toronto, Ontario, M1N 2X9

416-803-3379

PROFESSIONAL PROFILE

I am seeking to secure an executive assistant position that showcases my skills and experience which are summarized below:

- Excellent project and client management skills
- Ability to work both independently and within a group dynamic
- Extremely detail-oriented and responsibly focused
- Creative and dynamic
- Proficient in Microsoft office programs, general database, accounting and payroll programs
- Excellent oral and written communication skills; fluent in both French and English

RELATED WORK EXPERIENCE

Owner **2001-present**

Creativehunt, Toronto, Ontario, Canada

- Serve as Artist Representative to build talent base intended to meet creative needs in the advertising industry
- Negotiate artists' professional service fees and copyright licensing
- Develop and manage all aspects of artistic project plan including acting as liaison between all industry professionals
- Handle project accounting, communication and location negotiations

Artists' Representative **1998-2001**

Sharpshooter Creative Inc., Toronto, Ontario, Canada

- Managed artists' expectations, client communications and project particulars
- Represented artists and photographers to advertising agencies, packaging companies and private label consumer products
- Negotiated terms of each new project including fees, usage rights, scope of project, models, location access and catering

Vacation Planner/Coordinator **1993-1997**

Butterfield and Robinson, Beaune, France-2007

- Designed and organized deluxe travel itineraries for elite travelers in France, Switzerland, England, Ireland, Canada and the USA
- Researched accommodations, transportation, dining, and cultural and sporting activities to create package vacations for a variety of top-end clients

EDUCATION

1981-1984

University of Guelph, Guelph, Ontario, Canada

REFERENCES available upon request