

Joanne Bigham

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Objective: Looking for part-time/virtual employment.

Profile: A multi-faceted individual with a range of experience in a number of industries in the private and public sectors. Experienced in all aspects of running a small business from the bottom up. Computer savvy with extensive working knowledge of a multitude of programs.

EXPERIENCE

2007-Present Open Door Designs

Sole proprietor of small independent business

Responsible for:

- purchasing, window design, marketing
- marketing, social media
- web design and maintenance
- scheduling workshops;
- booking and contracting workshop instructors; registration
- managing part-time staff

2012-Present Artistic Director, Puppet Allsorts/ Founder of Toronto Puppetry Collective

Volunteer Position

Responsible for:

- general administration
- budgeting, marketing
- programming; booking and contracting performers
- booking venues; contracting technical staff; rentals
- web design and maintenance, social media
- coordinating committees

OTHER EXPERIENCE

1989 - 2008 PD Bureau, 330 Bay Street, Suite 1304, Toronto, ON

A wide variety of short and long-term assignments as a legal secretary/administrative assistant in both the public service and law firms including:

Ministry of Health

- Consent and Capacity Board

Ministry of the Attorney General

- Crown Law Criminal
- Constitutional Law
- Victim Witness Assistance Program

University of Toronto

- Faculty of Law, Graduate Studies

2000 - Present Transcription Services

- University Health Network
- University of Toronto
- Centre for Global eHealth Innovation
- variety of independent research projects

Meighen Demers

Cassels Brock

Heenan, Blaikie LLP

Daoust Vukovich Baker-Sigal Banka LLP

Philip Anisman, Barrister & Solicitor

Sack Goldblatt Mitchell

SKILLS

Excellent working knowledge of PC and Apple platforms

- Microsoft: Excel, Word, PowerPoint;
- Adobe: Photoshop, Illustrator, Indesign;
- Moneyworks
- ExpressScribe
- Wordpress

EDUCATION

Bachelor of Fine Arts (Honours), 1979, York University, Toronto, Ontario

References: available on request