

# Jennifer Dowding

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## About Me

I am an experienced leader who enjoys working in interdisciplinary teams on creative projects. I am seeking a summer internship as an assistant producer in the digital media industry.

## Skills

- Confident speaker
- Excels in team environments
- Highly capable leader
- Offers creative solutions
- Takes direction well
- Experienced in high stress environments
- MS Office Software (Advanced)
- Adobe Soundbooth/Audition (Advanced)
- Adobe Premiere Pro (Intermediate)
- Adobe Dreamweaver (Intermediate)
- Adobe InDesign (Beginner)
- Adobe Photoshop (Beginner)

## Experience

### Creative Director

CODE Beacon

Client: Cultural Olympiad Digital Edition  
CODE Live Exhibition Feb 2010

Created the winning proposal and chosen to lead a team of twelve students to design and build a dynamic animated sign for the CODE Live Exhibition.

Lead communication with client, produced design documentation, final presentation, and media assets.

Constantly collaborated with technical director and software engineer while leading the creative team to a harmonized result.

### Project Manager

Virtual Rainforest Initiative

Client: Pacific Wild

Jan 2010 - Apr. 2010

Managing the Virtual Rainforest Initiative, for Pacific Wild, a not-for-profit organization dedicated to education and conservation in British Columbia's Great Bear Rainforest.

In charge of client communication and schedule management while assisting in the production of SMARTBoard educational modules for First Nation classrooms in Bella Bella and Hartley Bay.

### Events Coordinator and Office Manager

Kultura & Nyood

May 2008-Sept 2009

First point of contact on executive events for Microsoft, McDonalds, Trump International, Cumis, Pepsi Canada, Mercedes-Benz, Molson, Coca Cola Canada and Venture Communications.

Coordinated corporate events by meeting with clients, clarifying their needs, handling details and communicating with internal staff.

Managed head office, acted as information "hub" for the company.

Provided daily technical assistance to production rentals at the Helen Gardiner Phelan Playhouse.

Worked with directors, hung and focused lights, assisted with programming and operation of shows while maintaining the integrity of the space and safety procedures.

Operated the Robert Gill Theatre as a 2008 Toronto Fringe Festival Venue, producing ten simultaneous productions in total.

### House Technician

University of Toronto

Summer 2006 & 2007

# Production Experience

## Director

### **My Space**

Produced by the University College Drama Program  
Mentor: Atom Egoyan  
Nuit Blanche 2008

## Assistant Director

### **Miss Julie** by August Strindberg

UCDP 2007

### **The Old Tune** by Robert Pinget, Adapted by Samuel Beckett

Director: Malcolm Black  
Summerworks 2008

## Stage Manager

### **In Full Light** by Daniel Karasik

Director: Natasha Mytnowych  
Summerworks 2007 (Best Play)

### **Farewell Letters as Read by Geologists**

by Norman Chaurette  
Director: Ken Gass  
Nuit Blanche 2006

### **The Eleventh David** by Kate Hennig

Director: Tanja Jacobs  
Summerworks 2006

### **The Orphan Muses** by Michel Marc Bouchard

Director: Katka Schroth  
UCDP 2005

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# Education

## **Masters in Digital Media**

Centre for Digital Media  
Graduating April 2011

Full-time, professional degree conferred by the University of British Columbia, Simon Fraser University, Emily Carr University of Art and Design and the British Columbia Institute of Technology.

## **Honours Bachelor of Arts**

University of Toronto  
2003 - 2008

Specializing in Theatrical Performance, Theory and Production

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## References

**Patrick Pennefather**  
**Professor of Interdisciplinary Improvisation**  
Centre for Digital Media

patrickpfather@gmail.com  
(604) 727-1067

**Sean Baillie**  
**General Manager**  
Kultura

sean@kulturarestaurant.com  
(647) 887-7326

**Peter Freund**  
**Technical Director and Production Faculty**  
University College Drama Program  
University of Toronto

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Patrick is our faculty advisor on the Virtual Rainforest Initiative at the Centre for Digital Media.

Sean was my manager at Kultura who oversaw my work and executed the events I coordinated.

Peter was my professor of production, oversaw my workstudy, and eventually hired me as a technician for the Helen Gardiner Phelan Playhouse. He also supervised works I directed for the University including *Miss Julie* and *MySpace*.