

Hannah Tolman

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EDUCATION

Bachelor of Arts (Honours) in Creative Writing and English (Graduation 04/2020)
Concordia University, Montreal

- Minor in Religions and Cultures
- Digital publishing and literary event curation
- Critical reading, writing and editing
- Specialisation in poetry and poetics
- Research methods

Certificate in Western Herbal Medicine (2015)
Pacific Rim College, Victoria

- Natural medicine craft and application

SKILLS

Analytical Skills

- Extensive experience in critical reading and editing of digital and print media
- Strong grammar and professional writing skills
- Critical thinking: utilizing reasoning and logic to make valuation judgements between competing ideas, options, and solutions
- Extensive research experience in small to large scale projects

Interpersonal Skills

- Public speaking experience
- Experience in working with a team to plan, organize, and manage group events
- Effective conflict resolution in both group and individual settings
- Punctual and effective in adhering to deadlines
- Efficient working in both group and individual environments under varied and demanding conditions
- Extensive customer service experience

Other Skills and Certification

- Intermediate Japanese language skills obtained as an international student at Kobe Ryukoku Buddhist High School

- WHMIS Certification
- St. Johns Ambulance First Aid Level 1, CPR A and AED

EXPERIENCE

Poetry Editor

Soliloquies Anthology (Montreal) 09/2019-04/2020

- Responsible for the reading and editing of literary submissions
- Required to work one-on-one with authors throughout the editing process
- Extensive use of critical reading and creative analysis

Poetry Editor

Midinette Journal (Montreal) 09/2017-04/2018

- Responsible for the reading and editing of literary submissions
- Required to work one-on-one with authors throughout the editing process
- Responsible for curating and organizing literary events
- Writing reviews for digital publication
- Extensive use of critical reading, writing and creative analysis
- In charge of social media and communications

Administrative Assistant

McAvoy Rule and Company (Victoria) 04/2015-08/2019 (seasonal position)

- Responsible for assisting clients, answering the phone, and assembling documents during tax season
- Responsible for scanning physical documentation for electronic filing, with some knowledge of Laserfiche and Microsoft Excel
- Responsible for mail and postage
- Ability to work under pressure during fast paced tax seasons

Heritage Interpreter

Old Log Church Museum (Whitehorse) 05/2018-08/2018 (seasonal position)

- Responsible for researching and creating historical tours for the museum, as well as offering tours to the public
- Responsible for the organization and handling of historic archival material
- Key holder responsible for the safety and integrity of the heritage site
- Writer, head researcher, transcriptionist and editor of two booklet publications through the museum: *Women of the Anglican Church in the Yukon* and *Hanna Maria Stringers' Cookbook*

Tree Planter

Wind Firm Reforestation (Smithers) 05/2016-08/2016 (seasonal position)

- Required to work in all-weather outdoor conditions
- Required to have the physical and mental fitness suitable for the work
- Responsible for high quality assurance of the planting itself
- Experience in working alone for long hours, as well as in highly organized groups

Barista and Server

Two Sisters Café (Smithers) 2015-2016

- Responsible for crafting artisan coffee in fast paced environment
- Clean up, prep and dishes.

Sales Representative and Merchandiser

Flavour Upstairs Vintage (Victoria) 2013-2015

- Buying, organizing and merchandizing vintage clothing stock
- Cashier, sales

Sales Representative

American Apparel (Osaka, Japan) 2010-2011

- Requires proficient Japanese language skills
- Cashier, sales

VOLUNTEER EXPERIENCE**Cleaner**

Modo Yoga Montreal (2017)

- Responsible for laundry and cleaning of hot rooms

Set-up Crew

Atlin Arts and Music Festival (2019)

- Responsible for the setup of festival grounds, tents and camping areas
- Offer festival wristbands to children and young adults

References available upon request.