

# KIMI TANAKA

5723 - 115 Street NW  
Edmonton, AB T6H 3P5  
Email: kimi.jj.tanaka@gmail.com  
Tel: 780-974-9613

## **EXPERIENCE**

- Contract Formatting**, Office-in-home Jan, 2018 - present
- Extract e-text from PDF and Word documents
  - Reformat first draft of above
- Bussing & Food Runner**, Blue Plate Diner May, 2016 - Oct, 2016
- Cleared and set tables
  - Assisted serving staff with taking food to the customers
  - Greeted and seated customers
- Kitchen Assistant**, Blackboard Deli Oct, 2014 - Nov, 2015
- Served deli customers
  - Helped with food preparation
  - Restocked kitchen supplies

## **EDUCATION**

- Metro and NAIT
- Adult high school upgrading 2019
- North Island College 2017
- Film grip training
- Victoria School of the Arts 2017
- High School Diploma

## **CERTIFICATIONS**

- WHMIS (2017)
- Boom and Scissor Lift Operation (BC)
- Motion Picture Safety Awareness (BC)
- Fall Protection (BC)

## **COMPUTER COMPETENCE**

- Mac computers
- Word and Pages
- Photoshop and Adobe Draw
- Wacom tablet and Fire Alpaca software
- ABBY (OCR extraction software)

## **ACTIVITIES/INTERESTS**

- Drawing
- Photography
- Reading
- Downhill skiing
- Gaming
- Comic Expo/conventions

## **VOLUNTEER EXPERIENCE**

- Winter City Edmonton 2013-present
- Fort Edmonton Park 2015-present
- Elevate the Arts, Courtenay 2017
- Necessary Evil TV Series, Camera Trainee 2018

## **REFERENCES**

- Jeff Smith Key Grip, Grip Instructor (604) 841-0327
- Mario DeBenedetto Victoria School of the Arts (780) 893-5958
- Sandy Schlosser Blackboard Deli (780) 918-2807
- Jean Jackson JAHJackson Editing Services (780) 915-1921