

# NEVADA PRINZ

COMMUNICATIONS  
COORDINATOR

## CONTACT

NEVADAPRINZ@GMAIL.COM

LINKEDIN: NEVADA PRINZ

## EXPERIENCE

### PROJECT COORDINATOR - VISUAL COMMUNICATIONS

SERVICE CANADA | 2021 - CURRENT

- Creates presentations and visually effective communications products
- Adapts to feedback and change requests, while maintaining professional written and visual content standards
- Researches, verifies, and summarizes relevant information from internal and external sources to contribute to the development of products

### COSPLAYER - MODEL AND MEDIA MANAGER

NEVADADENADA COSPLAY | VICTORIA B.C. | 2017 - CURRENT

- Maintains consistent schedule of written and visual content by making use of services such as Hootsuite, Later, Canva, and Photoshop
- Develops new engagement opportunities by travelling to relevant events
- Manages multiple ongoing group and individual projects to timely completion; twelve new projects completed in 2019

### LOYALTY CARE AGENT

SHAW TELECOMMUNICATIONS | VICTORIA B.C. | 2015 - 2020

- Handled hundreds of client accounts every month with detailed precision and positive, individualized service
- Achieved a consistent retention rate of over 80%, by using creative solutions to solve problems for various clients
- Facilitated on-boarding process for new hires, including training on product knowledge, team dynamics, company culture, and customer service

### KEY HOLDER

THE SHOE COMPANY | VICTORIA B.C. | 2014 - 2016

- Increased sales by finding creative solutions to customer requests
- Improved customer experience by managing merchandise stock and layout
- Managed end of day cash closing and deposit procedures

### CREW TRAINER

MCDONALDS | VICTORIA B.C. | 2008 - 2014

- Maintained required service levels in a fast paced work environment
- Assisted in all areas of production and customer interaction throughout store

## SKILLS

### TECHNOLOGY

- Photoshop
- Illustrator
- After Effects
- Excel
- Canva

### WRITING

- Copy
- Editing
- Fiction
- Script
- Proposal

### SOFT SKILLS

- Planning
- Organization
- Self Led Learning
- Strategic Planning
- Creativity

## EDUCATION

### BACHELOR'S DEGREE, COMMERCE

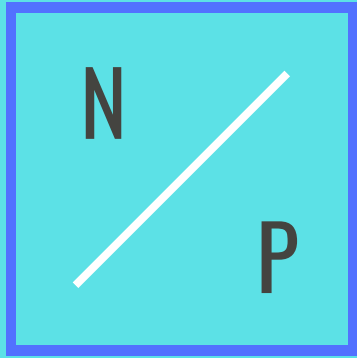
UNIVERSITY OF VICTORIA | VICTORIA, BC | MAY 2021

- International Business
- Operations Management
- Management Information Systems
- Entrepreneurship
- Leading People and Organizations
- Marketing
- Operations Management
- Excel, Powerpoint, Word

### ASSOCIATE'S DEGREE, CREATIVE WRITING

CAMOSUN | VICTORIA, BC | MAY 2015

- Non-Fiction Writing
- Fiction Writing
- Film Literature
- Editing
- Script Writing
- Japanese



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## AWARDS AND ACCOMPLISHMENTS

### FIRST AID LEVEL 1

COMPLETED TRAINING AND TESTING FOR CERTIFICATION  
CERTIFIED 2021 - 2024

### STUDENT DESIGN TEAM FUND

SECURED \$2,000 FOR THE UVIC ROBOTICS CLUB  
2020

### WIGHTON ENGINEERING PRODUCT DEVELOPMENT FUND

SECURED \$2,200 FOR THE UVIC ROBOTICS CLUB  
2020

### ISLAND BLUE PRINTORIUM BOOKWORKS

ASSOCIATE DEGREE IN CREATIVE WRITING AWARD  
2014 AND 2015

### ORCA BOOK PUBLISHERS

ASSOCIATE DEGREE CREATIVE WRITING AWARD  
2014

### CANADIAN IMPROV GAMES - ISLAND CHAMPIONSHIPS

2ND PLACE  
2011

## VOLUNTEER AND EXTRACURRICULAR EXPERIENCE

### VICE PRESIDENT

YOUNG WOMEN IN BUSINESS CLUB, UVIC | 2019 - 2020

- Managed young professionals in organizing community events
- Facilitated team member coordination and relations
- Increased club reputation by leading creation of networking events for professionals

### MARKETING AND BUSINESS MANAGER

UVIC ROBOTICS CLUB, UVIC | 2019 - 2020

- Edited and maintained WordPress club website
- Supported young professionals in completing career goals through business and marketing management
- Raised \$4,200 in funding through proposals and applications

### VOLUNTEER

HUSH HUSH PROJECTS | 2019

- Taught mechanics of play through storytelling and engaging communication
- Maintained set up and take down procedures to ensure safety
- Ensured maximized usage of resources by donating reusable materials to conference attendees

### VOLUNTEER

CANADIAN IMPROV GAMES | 2015 - 2016

- Maintained an upbeat and friendly environment as official representative
- Facilitated learning and growth through open listening techniques
- Ensured fair competition among improvisers by accurately managing timing procedures

### PRESIDENT

ANIME CLUB, CAMOSUN | 2014 - 2016

- Organized annual travel events for club members
- Managed funds to organize international opportunities for club-members
- Managed space accommodations to facilitate weekly meetings with necessary media requirements