

IVAN STEPHEN

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Canada

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SUMMARY OF QUALIFICATIONS

- * Gained diverse experience, so effective on many types of projects.
- * Learned strong skills with word processing, PDFs, spreadsheets, and Internet.
- * Developed the ability to communicate complex ideas clearly and concisely.
- * Detailed approach to projects, with strong spelling and grammatical skills.
- * Discovered the spelling and grammatical variations between regional styles of English.

EDUCATION

* B.Comm. - Hospitality and Tourism Management	University of Guelph	1985 - 1989
* Certificate - Public Relations	Ryerson University	1992 -1995
* Course - Curriculum Development	Niagara College	1995
* Seminars - Proofreading and Editing	Editors' Association of Canada	2014

WORK EXPERIENCE

Self-employment and temporary office work 1992 - Present

- * Collect market research information for numerous companies.
- * Perform office work, often on complex and demanding projects.
- * Promote wines, spirits and beers at retailers and trade shows.

Sips Field Marketing, St. Catharines, ON Owner 2005 - 2013

- * Served Ontario's wine agents, wineries, and craft breweries.
- * Evaluated and trained staff for promotion of wines, spirits and beers.
- * Advised clients on LCBO and Beer Store promotional rules.

Harrison Young Pesonen and Newell, Toronto, ON Media buyer/planner 1990 - 1991

- * Researched and recommended advertising options.
- * Created and analyzed spreadsheets for budgetary purposes.

Canadian Forces Administrative clerk 1977 - 1985

- * Performed a wide range of administrative and financial duties.
- * Posted to UN peacekeeping force and headquarter offices in Canada and Europe.

OTHER INFORMATION

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| * Start Me Up Niagara, St. Catharines, ON | Volunteer board / public relations | 2003 - 2009 |
| * Garden City Toastmasters, St. Catharines, ON | Member (with a year on volunteer board) | 1996 - 2011 |
| * Ontario Wine Society, Toronto, ON | Volunteer board | 1993 - 1999 |
| * Arthritis Society, Mississauga, ON | Volunteer newsletter editor | 1990 - 1993 |
- * Canadian and British citizenship. Lived in Germany for four years. Conversant in French and German.
 - * Knowledgeable on many types of wine, beer and spirits.
 - * "The Wine Manual" textbook - Read manuscript, provided requested feedback, and noted some errors.
 - * Well-read on food and drink, environmental and social issues, politics, history, business, and travel.
 - * Interests include wine and craft beer appreciation, many musical genres, fitness, travel, and skiing.