

BRIGITTE AUCOIN, MFA

SUMMARY OF QUALIFICATIONS

- Educated and experienced both in Office Administration and Fine Arts
- Proven organizational and management skills including organizing meetings, events and fundraisers, running a small business, meeting deadlines and working within a budget
- Experienced dance teacher and performer
- Strong history of working for non-profit arts organizations including in theatre, fine arts and dance
- Passionate about cultural diversity, the arts and adult education
- Skillful in Microsoft Office Applications, including Word, Excel, PowerPoint and Outlook
- Proficient in typing, filing, website and social media updating, database managing and bookkeeping
- Highly motivated, self starter, work well independently, problem solver, flexible, and creative
- Bilingual in both official languages, including working and studying in both French and English

EDUCATION

Office Administration Certificate, with honors	Nova Scotia Community College, Halifax, NS	2010-11
MFA Fine Arts, with honors	Université de Provence, Aix-en-Provence, France	2005-08
BA Fine Arts, Photography and Sculpture, with honors	Université de Moncton, Moncton, NB	2001-05

OFFICE SKILLS

- Edited, formatted, and proofread documents to industry standards using Microsoft Word
- Created, modified and edited spreadsheets, including creating, mailing lists, forms, graphs, and charts
- Filed documents accurately and efficiently using the ARMA rules
- Typed documents accurately at 50 wpm
- Updated and created websites and social media sites
- Managed databases, including File Maker Pro and Sumac
- Experiences with Mac and Windows computer platforms, voice messaging systems, fax, photocopiers, and scanners

MANAGEMENT SKILLS.

- Managed budgets up to \$30,000
- Supervised and scheduled up to 25 employees by delegating tasks in an efficient and timely manner
- Produced financial and payroll forms, and managed petty cash

COMMUNICATION SKILLS

- Communicated clearly and effectively with supervisors and employees, while planning and organizing events and for day to day work
- Worked with others in an efficient way to achieve goals, using people's strengths
- Answered the telephone and greeted visitors on a daily basis in a friendly and professional manner
- Composed and edited reports in both official languages, including a 100 pages Master's Thesis

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WORK EXPERIENCE

Administrative Assistant	Live Art Productions Society <ul style="list-style-type: none"> ○ <i>Responsible for day to day office work, including bookkeeping, filing, helping plan and manage events, box office, marketing, updating website, managing database, keeping track of budgets.</i> ○ <i>Responsible for implementing changes, including changing databases and making it more efficient (including doing most of the set-up of the new database myself), streamlining the ticketing for events, including setting-up the new box office, and overhauling the filing system to make it more efficient.</i> 	2012-14
Dance School Owner	Free to Move Dance School <ul style="list-style-type: none"> ○ <i>Latin, Afro-Latin, and Acadian dance teacher, teaching adult classes, as well as children, teen and senior workshops</i> ○ <i>Created and updated website, promotion material and bookkeeping</i> 	2012-14
Administrative Assistant	Saint Mary's University Art Gallery, Halifax, NS <ul style="list-style-type: none"> ○ <i>Planned events, meetings and openings, did payroll, bookkeeping, proofreading, filing, and general office work</i> 	2011
Coordinator/Organizer	Halifax INK, Halifax, NS <ul style="list-style-type: none"> ○ <i>Planned Halifax's University Art Galleries participation to the 2011 New York Art Book Fair, including finances</i> 	2011-12
Administrative Assistant	HRM Civic Addressing, Halifax, NS <ul style="list-style-type: none"> ○ <i>Helped create PowerPoint presentations, spreadsheets and did mail-outs for street renaming project in Sackville</i> ○ <i>Processed clients requests about mapping and property information</i> 	2011
Dance Studio Manager	Dance Nova Scotia, Halifax, NS <ul style="list-style-type: none"> ○ <i>Managed DANSpace, did general administration including scheduling events and staff</i> 	2009-11
Event Organizer/Scenic Designer/Art Teacher	Conseil des Arts de Cheticamp, Cheticamp, NS <ul style="list-style-type: none"> ○ <i>Thought art classes to kids, planned events, festivals and summer camps, created props for community based plays, and fundraising</i> 	1999-08
Assistant Director	Galerie Sans Nom, Moncton, NB <ul style="list-style-type: none"> ○ <i>Planned exhibits and events, did general office work</i> 	2003

VOLUNTEER

Volunteer dance performer	Various fundraising events, Halifax, NS	2010-14
Organizer	AIDS Angels Fundraiser, NSCC, Halifax, NS	2010
Front Desk Clerk	Art Gallery of Nova Scotia, Halifax, NS	2010
Event Organizer	Student Arts Counsel, Université de Moncton, Moncton, NB	2003-05
Student Representative	Conseil des Arts de Cheticamp, Cheticamp, NS	1999-01