

# Thomas Burleigh

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Hard-working and motivated student with experience in accounting, business, digital media, and web development.

## Skills and Highlights

- Communication and leadership skills
- Website development
- Microsoft Office
- Adobe Photoshop
- Video production in Sony Vegas Pro and Camtasia Studio
- Developing business plans
- Operations management
- Financial management and budgeting
- Digital and social media marketing
- Problem-solving
- Computer repair and IT management
- Typing skills (70+ words per minute)
- Acting and public speaking

## Education

**Holland College - Accounting Technology**  
*Class of 2020 (Expected)*

**Holland College - Business Administration**  
*Class of 2020 (Expected)*

**Westisle Composite High School**  
*Academic Grade 12 - Class of 2017*

## Employment Experience

### Holland College Residence

*Residence Life Coordinator, September 2019 - Present*

- Created and filed detailed incident and shift reports.
- Coordinated activities and events for the residents.
- Filing general inquiries and maintenance requests on behalf of residents.
- Performed security patrols of the residence facilities.

*Night Auditor, May 2019 - August 2019*

- Auditing and managing the daily cash operations.
- Managed bookings and other inquiries on behalf of clients.
- Performed administrative tasks and filed paperwork.

*Sign-In Monitor, September 2018 - April 2019*

- Analyzed, recorded, and retained the photo identification of guests in the building.
- Created and filed detailed incident and shift reports.
- Filing general inquiries and maintenance requests on behalf of residents.

### Burleigh Bros. Seafood Ltd.

*Staff Member, April 2017 - August 2018*

- Developed and updated the website for the company.

- Managed inventory in preparation for processing and shipping.
- Managed the processing and packaging of seafood products during “shipping days”.
- Operated machinery used to organize seafood products in preparation for packaging.

### **Puron Digital**

*Self-employed, March 2014 - January 2017*

- Created and operated a small multi-level marketing business on YouTube.
- Managed the financial, marketing, and operational aspects of the business.
- Provided consulting for small, medium, and large YouTube Channels.
- Worked with hundreds of YouTube channels through the “YouTube Partnership Program”.

### **Volunteer Experience**

**Holland College Student Union**

*Treasurer, Sep 2019 - Present*

**Community Volunteer Income Tax Program**

*Volunteer, April 2019*

**Tyne Valley Vacation Bible School**

*Group Leader, August 2010 - August 2017*

### **Extra Curricular Experience**

- Candidate, Holland College Student Union presidential elections
- PEI Envirothon (on behalf of Westisle Composite High School)
- Westisle Composite High School Band
- Director, Westisle Composite High School Games Club
- Co-Director, Westisle Composite High School Drama Club
- Treasurer, Hernewood Intermediate Student Council
- PEI Intermediate Honors Band

### **Certifications**

**Holland College - Responsible Beverage Server Program**

*May 2019 - May 2024*

**ICTC - FIT (Focus on Information Technology)**

*June 2017*

**Canadian Red Cross - Emergency First Aid (Level C - CPR/AED)**

*May 2017 - May 2020*

**WHMIS 2015**

*June 2017*