

Chris Sheaff
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EMPLOYMENT HISTORY

Provincial Government:

Online Editor, Media Monitoring Services, Government Communications and Public Engagement (GCPE), November 2017 – November 2018

Responsibilities: Proofread, selected and published a first cut of the day's newspaper content by relevance, selected top stories, prepared a daily morning report of the prior day's media in digest format, performed a more complete second cut of all newspaper materials, filing of all relevant materials, performed double checks of hard copy print media sources, monitored, filed and summarized relevant news stories from television and radio broadcasts, transcribed requested news stories, and proofread and published local newspaper sources utilizing a weekly format.

Food Service, Customer Service & Sales:

Dishwasher, Pure Vanilla Café + Bakery, January 2003 – January 2004
Counter and Prep, Health Food Bar, January 2004 – June 2004
Prep Cook, The Old Spaghetti Factory, June 2004 – September 2004
Bartender/Server, The Oak Bay Beach Hotel, June 2004 – September 2005
Server, The Blethering Place Tea Room, September 2005 – October 2006
Server, Romeo's Place, October 2006 – September 2007
Server, The James Bay Inn, September 2007 – October 2008
Supervisor, Moka House Café, September 2010 – January 2012
Server, Denny's, November 2011 – March 2013

Responsibilities: Sales, customer service delivery, cash handling, bookkeeping, shift supervision, scheduling, inventory, records keeping, data entry.

Research, Writing & Teaching:

Teaching Assistant, University of Victoria, May 2007 – September 2007
Research and composition of original lecture material, facilitation of discussion groups.

Graduate Assistant, Ryerson University, September 2008 – January 2010
Grading and response for all course materials: essays, exams and reading responses.

Arts & Writing Co-op Placements:

**Writing Intern, The Canadian Centre for Management Development,
Federal Civil Service Management Training Program
Ottawa, Ontario**
Proofreading and editing of the Centre's course bible and training materials; research in management techniques and materials relevant to CCMD's paradigm.

**ESL Teacher, ALTEC Training Ltd.
Shanghai, China**
Training onsite, development of course materials and lectures, grading and response of materials, office support for their online newsletter and development of a database that facilitated marketing.

EDUCATION

Bachelor of Arts, Major (with distinction) 2003 – 2006
History
University of Victoria

Master of Arts (incomplete) 2008 – 2010
Sociology
Ryerson University
Specialized focus in issues from Sociology, Political Science, Media and Economics.

CLERICAL SKILLS

Type/transcribe data at 55 wpm.

Familiarity with large array of word processing, spreadsheet, database, accounting, visual and audio editing suites, such as: Mac OSX, Windows 7, Word, Excel, PowerPoint, SharePoint, a variety of custom databases, Internet Explorer/Firefox/Chrome and Photoshop.