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Q Glen Iris, Australia

➡ carylam.art

## SKILLS

Proficient in MS Office

**Decision Making** 

Research & Strategy

Sales & Marketing

Sage & Quickbooks

Troubleshooting

Attention to detail

#### LANGUAGES

English Cantonese



French

## INTERESTS



Arts & Crafts

Movies Learning

# 

Temp Extraordinaire

Accountant turned Circus Artist who has years of experience juggling responsibilities from vacuuming to directing circus shows.

## WORK EXPERIENCE

## Instructor & Director

Calgary Circus Studio

09/2010 - Present Achievements/Tasks

- Managed the general operations of the studio. Stepped down as director as of May 2018
- Directed and produced 6 successful circus shows from 2011 to 2016
- Taught over 1,000 hours and inspired to hundreds of students from 7 years old to adults. Currently teaching on a seasonal basis.

### Administration

#### **Calgary Pilates Centre**

01/2010 - 12/2017

Achievements/Tasks

- Created a system to analyze cash reconciliation
- Researched and implemented MBO to manage class and workshop registration
- Executed general administration duties to support customer service

#### Temporary worker

#### Australia, United Kingdom and Japan

01/2002 - 08/2009 Additional work experience is available upon request Achievements/Tasks

- Adapted in any corporate finance environment in different countries
- Taught English to 3 to 5 years old
- Trained staff in a variety of job positions

Contact: reference is available upon request

## CERTIFICATES

St. John Ambulance (12/2019 - 12/2022) Standard First Aid and CPR (Level C)

Certified Management Accountant (10/2005 - 07/2012) I was a designated accountant until I became a circus artist

## PERSONAL PROJECTS

Wearable Technology and Web Design

Technology fascinates and scares me.

#### Mermaid

It has been a dream of mine to be able to live underwater

## **EDUCATION**

Accounting Degree (2001) with Honours BCIT Calgary, Alberta

Calgary, Alberta