

from the desk of

JENNIFER BOUCHER

address

9730 Cameron Road,
Vernon BC V1H 1K9

tel

778. 989. 5701 (c)

email

jen@callthebouch.com

web

callthebouch.com

LinkedIn

[click here](#)

Graphic Designer

- Proficient in Adobe Creative Suite on MAC and PC platforms; Efficient learner of various other softwares; Highly experienced in Microsoft Office
- Strong communication skills; acute interest in exploration of social media and other innovative means of awareness building
- Critical thinker with proven proficiency in multi-tasking, interpersonal skills & collaborative concept development; Creative team player
- 18 years of effective coordination and project management; Highly organized with acute ability to anticipate; Accountable

Experience

Principal | Call The Bouch Vancouver, BC 2012 - Present

Execution and facilitation of graphic design projects. Event and project management. Administration coordination. Reliable and friendly service delivered in authentic working relationships.

Vancouver Account Manager | Women in Biz Network Vancouver, BC 2013 - 2015

Overseeing and coordinating various aspects of the Western Canada Women in Biz Network conference at the Fairmont Waterfront hotel in Vancouver, and other network operations.

Executive Coordinator | LIFT Philanthropy Partners Vancouver, BC 2011 - 2012

(Term position - coverage of a maternity leave)

LIFT Philanthropy Partners (formerly 2010 Legacies Now) is a venture philanthropy organization that accelerates growth and impact of not-for-profit organizations in Canada to create measurable social change. High level administration, Human Resource management, and special projects including the coordination and management of an intensive office relocation as well as development + implementation of and colleague training in a LIFT Contact Management software and internal systems.

Executive Assistant, Culture & Celebrations | Vancouver 2010 Vancouver, BC 2008 - 2010

Senior level administration. Coordination of various aspects of Culture & Celebrations function responsible for first ever Olympic arts festival to run three years in conjunction with the Olympic and Paralympic Winter Games. Highlights include: communications coordination, workforce facilitation, event planning, project management, hosting VIPs, government relations.

Artist Liaison | Vancouver 2010 Cultural Olympiad Vancouver, BC 2010

Games-time role during production period included the smooth transition from pre-production to production mode for featured artists through logistic coordination, greeting upon arrival and maintenance of artist needs.

Agent Associate | SL Feldman & Associates Vancouver, BC 2002 - 2008

Administration of various aspects of Canada's leading booking agency, including tour settlements, artist marketing and agent team coordination. Liaison between artist management and talent buyers to contract live shows across Western Canada. Creation of company artwork for various programmes and other graphic design needs. Independent tour and concert bookings with various exclusive theatre clients. Routing of national tours, overseeing communications with venues, placing and maintaining venue reservations for all SLFA agents. Controlling of all company contracts, overseeing outgoing and incoming paperwork and artist riders.

from the desk of

JENNIFER BOUCHER

Executive Assistant | Paul Merchs Concerts *Vancouver, BC 1998 - 2001*

Administration all aspects of Canadian tours with such artists as Diana Krall and Bryan Adams as well as theatrical productions of Grease and Riverdance. Tracking of concert ticket sales revenue via daily communication with Ticketmaster. Direct coordination of artist immigration and insurance. Assistance with production of flyers, posters and advertisements for print, radio and television outlets across Canada. Maintenance of national media database for all media. Creation of press releases and management of distribution to media. Execution of travel itineraries and control of last minute change; oversaw a contract agreement with Air Canada and Westjet for exclusive travel benefits

Education

BCIT *Graphic Design Certificate, September 2011 - 2017*

Langara College *Associate of Arts Degree (cand.), 2007*

Corporate Communications Training College *Digital Production for Print and Web - 2001*

Université Sainte Anne *French Immersion - 1996*

Antigonish East High School *Honors, Valedictorian, Student Council VP, Yearbook Editor - 1996*

Volunteer Experience

Volunteer Cancer Drivers Society *Lower Mainland, BC 2016 – Present*

Volunteer webmaster for www.volunteercancerdrivers.ca

Dress for Success - Annual IMPACT Event *Vancouver, BC 2012*

Volunteer graphic designer for event collateral materials

WISH Drop-In Centre Society *Vancouver, BC 2007 - 2011*

Bi-monthly volunteer shift helping all aspects of drop-in center for DTES survival sex-workers, including make-up, toiletry, and clothing dispersal, food service, kitchen duty, etc.

Therapeutic Conversations *Vancouver, BC 2010*

A/V duties with yearly Narrative Therapy conference

Canadian Music Therapy Bike Ride *Vancouver / Whistler, BC 2005 - 2010*

Committee organizer of participant registration and various artwork for annual fundraiser benefiting the Canadian Music Therapy Trust Fund.

Skills & Awards

Adobe Creative Suite and Microsoft Office proficient

Certified St. John Ambulance Emergency First Aid - Industry

SL Feldman & Associates Employee of the Year 2005

Queen Elizabeth II Medal – Antigonish East High School

References

Contact information and letters of reference available upon request.

Please also see: <http://www.callthebouch.com/testimonials.html>