

theodore

THEODORE WONG

MONTREAL, QUEBEC

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PROFESSIONAL EXPERIENCES

E20

EVENT PLANNING COORDINATOR,
Montreal, Quebec - 2019 - 2020

- Branding & visuals creation
- Content Creation for Social Media
- Communicating with external businesses for sponsorships
- Organizing pickup and delivery of sponsored goods
- Fundraising through sale events
- Transitioning a physical event to a live-streamed online event due to the circumstances surrounding the COVID-19 Pandemic

MOTEL MADNESS - SMCL 2018

PRODUCTION COORDINATOR,
Montreal, Quebec - F/W 2018

ON SET

- Effective management of all hands on-set and behind the scenes
- Ensure all talent is taken care of on-set
- Ensure smooth progression throughout the fashion show

PRODUCTION

- Ensure proper communications between different departments to ensure cooperation towards end goal.
- Ensure each team completes set tasks on time
- Fundraising
- Searching for sponsors

KAMPAI GARDEN

WAITER,
Montreal, Quebec - 2017 - 2020

FRANK AND OAK

INTERNSHIP, PRODUCTION & E-COMMERCE
Montreal, Quebec - 2017

- Managing and preparing garments for product shoots
- Maintaining studio organization
- Search and suggest models and locations for upcoming shoots

URBAN OUTFITTERS

SALES ADVISOR
Montreal, Quebec - 2016-2017

LANGUAGES

Fully bilingual, written and spoken:
French
English

SKILLS

- Teamwork
- Leadership
- Communication
- Positive Attitude
- Diligent Work Ethic
- Strong Problem Solving

EDUCATION

LASALLE COLLEGE

FASHION MARKETING,
Montreal, Quebec - 2020

CONCORDIA UNIVERSITY

DIPLOMA IN CHINESE CULTURE STUDIES,
Montreal, Quebec - 2016

JOHN ABBOTT COLLEGE

PRE-HOSPITAL EMERGENCY CARE,
SOCIAL SCIENCE
St-Anne de Bellevue, Quebec - 2015

INTERESTS

Reading
Photography
Video games
Asian cuisine

REFERENCES AVAILABLE UPON REQUEST