



CF

Carla Fugard

COORDINATING / MANAGEMENT / OFFICE

OBJECTIVE

Enthusiastic to start a new career with a variety of life and education experience, a great addition to your team.

SKILLS

Acct. Payables, Dispatch, Coordinating, Logistics, Managing, Marketing, Leadership, Team Player, Adaptable.

EXPERIENCE

LOCATION MANAGER • VARIOUS PRODUCTIONS • 2016 – 2024

- Acct. Payables, Budgets, Customer Service, Legal Contracts, Coordinating, Purchasing, Permits, Rentals, Safety, Payroll. Traffic Management (w/without Police)
- Productions with cast & crew of 80 - 300 employees (Hallmark – TV Series)
- Scout Coordinator - Supernatural TV Series.
- Office Production Assistant - Production Office - Siren & Legends TV Series.
- Accounting Department - Accounts Payable Clerk - Pachinko Apple TV.
- Paint and Construction Department - Assistant on set - Various Hallmark.
- Craft Service Assistant - Food for film crew - Various Hallmark.

DISPATCH COORDINATOR • WKS • OCT 2023 - JUNE 2024

- Service Dept. Plumbing & HVAC company.
- Spectrum Construction Management Program.
- AP/ Collections, Emails, Virtual Collections (Square) Filing, Documenting, Data Entry. Professional with builders, property managers, customers, and staff.

MARKETING AMBASSADOR • REEF MARKETING • 2016

- Promoting and marketing brands on location.

MAIL CARRIER • CANADA POST • 2008 - 2016

- Canada Post Surrey Depot.
- Customer service, Delivery, Route Restructure, Demands with varying workload by the season.

DAYCARE PROVIDER • SELF EMPLOYED • 2004 – 2006

Provided childcare for families while raising my own family.

TRAFFIC CONTROL • VALLEY TRAFFIC • 2002– 2003

EDUCATION

BUSINESS & MUSIC PRODUCTION • NIMBUS • 2015 - 2018

Obtained 2 Diplomas with Nimbus School of Recording & Media in Vancouver. Managing, Business, Marketing, Media, Branding, Engineering, Producer.

UNIVERSITY TRANSFER PROGRAM • LANGARA COLLEGE • 2000 - 2001

Completed first year college courses - English, Tech Software, History.

HIGH SCHOOL DIPLOMA • BURNABY SECONDARY • 1999

Graduated high school - Young Parent Program (Valedictorian, with 2 children)

OTHER NOTEABLE MENTIONS

- Proficient with software programs (Microsoft / MAC)
- Obtained: WHIMIS, Safety on Set, Safety for Supervisors (ACT SAFE)
- Dispatch Course – MCABC
- Keyboarding 40+ pm
- Indigenous Member with the Sts'Ailes (Chehalis) People of BC.



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