

Jaykeb McLure

1248 Callbeck St. | Bedeque, PEI | C0B1C0 | 902-439-4981 | Jaykmclure@gmail.com

Experience

EMO Administrative Coordinator

The City of Summerside | 2017

- Responsible for Upgrading the Emergency Management Plan for the City of Summerside
- Worked Closely with the CAO, Department Heads, and various other city officials

Research Assistant

Cavendish Farms (J. D. Irving) | 2017

- Cavendish Farms Research Division
- Plant Breeding & Growth Research in Outdoor Field and Greenhouse Environments

Event Coordinator & Administrator

The City of Summerside | 2016

- Organized Events, managed festival grounds & oversaw volunteers leading up to, during and after the Summerside Lobster Festival

Light & Sound Technician

Points East Audio Visual | 2016 - Present

- Building Event Stage, Lighting & Sound Systems (General, manual labor)
- Maintained Audio & Visual Components During Live Events

Videographer/Photographer/Producer

St. Francis Xavier Athletics | 2015 – Present

- Producing Videos Used for Recruiting and Promoting Premier Athletics at StFX University

Vimy Ridge Veterans Memorial Project (Volunteer)

Three Oaks Senior High School

- Raised Veterans Awareness Throughout the Community
- Researching the History of Family and Local Veterans

Education

Bachelor of Science in Mineral Resource Engineering

- St. Francis Xavier University, Nova Scotia, Canada
 - o Diploma Program with Credits Transferrable to Dalhousie University
 - o Anticipated Degree Graduation Date: May 2021

High School Academic Graduate Certificate

- Three Oaks Senior High, PEI, Canada
 - o Graduated 2015
 - o Honors and Academic Excellence

Additional Skills

- **Experienced and Skilled with Many Different Software Including:**
 - o AutoCAD
 - o Microsoft Office Programs (Excel, Word, etc.)
 - o Adobe Premier Pro CC
 - o Mac OS X & Windows
 - **Strong Communication Skills and Teamwork Abilities**
 - **Highly Self Motivated and Hard Working**
 - **Able to Interpret, Think Ahead, and Solve Problems as they Present Themselves**
 - **Extremely Time Efficient Due to Extensive Experience with Busy Academic and Work Schedules**
 - **Quick Decision Making Under Pressure**
 - **Ability to Produce High Quality and Thorough Work Under Tight Deadlines**
-

References

Mr. Bob Ashley

- Chief Administrative Officer (CAO)
- City of Summerside, PE
- 902-439-0846
- Bob.ashley@city.summerside.ca

Mr. Brian McFeely

- Summerside City Councilor
- McFeely Consulting
- 902-439-3326
- brian@mcfelyconsulting.com

Mrs. Nicole Haire

- Hayat Universal School, Doha, Qatar
- 902-432-9334 (Cell, WhatsApp)
- hairenicole2@gmail.com

More References Available Upon Requests