

# JAYKEB MCLURE

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## OBJECTIVE:

To enhance my skills, knowledge, and abilities in order to become a productive member of your team

## SUMMARY OF QUALIFICATIONS:

- Ability to communicate effectively, and work as part of a team
- 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 working with busy academic and work schedules
- Quick decision making under pressure; ability to produce high quality and thorough work under tight deadlines
- Experienced and skilled with a variety of software applications including: AutoCAD, Microsoft Office Programs (Excel, Word, etc.), Adobe Premier Pro CC, and Mac OS X & Windows
- Valid Driver's License, and access to reliable transportation
- First Aid & CPR Certification
- Responsible Beverage Certificate

## EMPLOYMENT HISTORY:

- East Prince Youth Development Centre* *Summerside, PE*  
**Team Lead- SEAM Program** **2018**
- Developed and facilitated sessions on life and employability skills for ten youth aged 16-18 years
  - Supervised all classroom activities and provided one-on-one support to youth as needed
  - Assisted youth with building a Card Board Boat for the Lobster Carnival Card Board Boat Race
- City of Summerside* *Summerside, PE*  
**EMO Administrative Coordinator** **2017**
- Upgraded the Emergency Management plan for the City of Summerside
  - Worked closely with the CAO, Department Heads, and various other city officials
- Cavendish Farms (J.D. Irving)* *New Annan, PE*  
**Research Assistant** **2017**
- Cavendish Farms Research Division
  - Plant breeding and growth research in outdoor field and greenhouse environments
- The City of Summerside* *Summerside, PE*  
**Event Coordinator & Administrator** **2016**
- Organized events and managed festival grounds
  - Oversaw volunteers leading up to and during the Summerside Lobster Festival

*Points East Audio Visual*  
**Light & Sound Technician**

*Summerside, PE*  
**2016-2017**

- Set-up and built event stage, lighting, and sound systems
- Maintained audio and visual components during live events

*St. Francis Xavier University Athletics*  
**Videographer/ Photographer/ Producer**

*Antigonish, NS*  
**2015-Present**

- Produce videos used for recruiting and promoting Premier Athletics at St.FX University

## EDUCATION:

**St. Francis Xavier University**

**Antigonish, NS**

- Anticipated Graduation Date May 2019
- Diploma Program with Credits Transferrable to Dalhousie University

**Three Oaks Senior High School**

**Summerside, PE**

- Grade 12 Diploma 2015
- Graduated with Honors and Academic Excellence

## VOLUNTEER WORK:

**City of Summerside**

**2018**

- Planted trees throughout the city
- Operated the Kids Zone for the Downtown Summerside Side Walk Sale

**Vimy Ridge Veterans Memorial Project**

**2013-2014**

- Researched the History of Family and Local Volunteers
- Raised Veterans Awareness throughout the Community

**Bedeque & Area Minor Baseball**

**2012**

- Coached the Peewee AA Boys Baseball Team
- Developed and implemented drills to enhance skill level

## REFERENCES:

**Mr. Bob Ashley**

**Chief Administrative Officer**

City of Summerside

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**Mrs. Nicole Haire**

**Hayat Universal School**

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**Mr. Brian McFeely**

**Summerside City Councilor**

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