

MICHELLE WARKENTIN

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OBJECTIVE

With my well defined communicating proficiency and powerful ability to connect with the diversity of people through extensive multi cultural as well as multi generational experiences, I see myself joining a dynamic, community minded company or organization who values the people within while offering exceptional services to their clients.

EXPERTISE

COMMUNICATION

Talented communicator in all aspects for corporate or community organizations

Extremely creative individual, able to offer professional style combined with considerable substance

Written – speeches, articles, workshop material, scripts, book

Spoken – workshop leader, key notes, performer, puppeteer, voice-over

INTERPERSONAL

Most passionate attribute

Dynamic with people of all ages, cultures and background

Mature, dependable and intelligent, able to make common sense decisions

Handle emergent or critical situations calmly and diligently

Bring a high level of passion and energy to all I do

ADMINISTRATION

Outstanding range of abilities

Time management – complete tasks prior to requirements when possible, ensuring short and long term goals are set and met with all parties involved

Organizational – keep all tasks running smoothly, deal with the unexpected well, manage others and the work flow for completion,

Self motivated - direct my own work by setting priorities, keeping time lines and reporting as required

Financial – managed the bookkeeping for office and home, understanding fiscal responsibility, payables/receivables and banking

Conscientious - consistently ensure work is completed accurately

Manage teams and subordinates

TECHNICAL

Solid background experience

Computer – Microsoft Word, Excel & Outlook (Intermediate)

Internet & Email

Sound systems

General office equipment

Accounting - bookkeeping banking

Typing – proficient

PROJECT MGMT

Several years managing projects from the onset to completion

Includes international and local requirements

New Canadian services groups

Program development and delivery

CAREER HISTORY**MICHENDA PRODUCTIONS**

1996 – Current

President

Program Development

Wrote & Delivered Workshops / Presentations

Head Start & Childcare Conference, Edmonton, Ab (Topic: Puppetry and Drama for pre-school teachers)	2008
Renfrew Childcare Services (Topic: Puppetry and Drama for pre-school teachers)	2007
“Volunteering in Tanzania” presentation	2005
“Finding your Voice” monologues – with Theresa Wasden (Topic: Cultural diversity, addiction and perseverance)	2008
World Day of Prayer Presentation	2006
Book – “Troll in the Garbage – RECYCLE PLEASE!”	2008

Professional Puppeteer

1996 - Current

Variety of Engagements – Corporate, Entertainment, Educational, Training

All material written and performed – specific to group
Puppeteer for Heartland Agency

2000 - 2008

VOICE-OVER PROFESSIONAL

2000 - Current

Voice-over artist for cartoons, television and radio

ACTRESS

1983 – Current

Locations: Calgary; Jakarta, Indonesia; Yorktown Heights, NYC
Full details available on request

EXPAT SPOUSE

1990 - 1995

New York & Jakarta

EDUCATION

Dale Carnegie	Communications Course	2004
Mount Royal College	Conflict Resolution Program	2003
	- Intro to Conflict Resolution	
	- Communication in Conflict Resolution	
	- Negotiation Skills Level 1 and 2	
	- Mediation Skills Level 1	
	- Dealing with Anger	
	- Shifting from positions to interests	
	- Cultural diversity and conflict resolution	
Company of Rogues	Variety of numerous Acting courses	Various
Epcor Center	Audition & Acting	Ongoing
University of Calgary	Theatre for Young Audiences	1996
Queens University Australia	Communications 1	1994
Valhalla, New York	Speech and Communications	1991
Mount Royal College	Child Care Certificate	1975

VOLUNTEER HISTORY

ESL Instructor	Calgary	Immigrant Educational Services	Current
Master of Ceremonies		Calgary Immigrant Educational Services	2008
Cross Cultural Solutions		Salvador Brazil orphanage and school	2007
Speaker Bureau		Volunteer Calgary	2006 – 2007
Cross Cultural Solutions		Rua Village, Moshi, Tanzania school	2005
Workshop Leader		The Women’s Center	2004
Refugee Committee		St. Luke’s Catholic Church	2004
Workshop Leader		The John Howard’s Avepy Program	2000
		- Conflict Resolution	
DDRC Program Leader	Kids on the Block		1995 - 1998
Administration/Reception		C.U.P.S.	1996
Crisis Line Volunteer		Center Against Sexual Abuse	1996
Assistant		Jakarta, Indonesia Orphanage	1994
ESL Instructor		Korean Family	1993
Rehabilitation		Rehabilitation Center-Valhalla NYC	1991

PROFESSIONAL REFERENCES

Brenda Wong	Calgary, AB	403-254-9266
Theresa Wasden	Calgary, AB	403-945-9459