

# Nichole Man

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## HIGHLIGHTS OF SKILLS

- Use techniques such as knitting, sewing, painting, drawing, and sculpting
- Develop creative ideas or new methods for making art
- Create sketches (AutoCAD), templates, or models to guide their work
- Multilingual with advanced speaking and writing skills in native English, Cantonese (Traditional Chinese), advanced Mandarin (Simplified Chinese)
- Friendly and approachable
- Attentive and caring
- Responsible and reliable
- Profound computer proficiency skills with proficiency in AutoCAD, Photoshop, Google Applications, Microsoft Office, and Social Media applications

## EDUCATION

- **Santa Rosa De Lima English Secondary, Macau, China**  
2008 - 2015  
Completed Grade 4 to Grade 11, and also participated in the Drama Club
- **Harry Ainlay High School, Edmonton AB**  
Sep 2015 - Dec 2016  
Completed Grade 12
- **University of Alberta, Edmonton AB**  
Sep 2017 - Present  
Faculty of Fine Arts - Technical Theatre and Production

## THEATRE EXPERIENCE

**School Production Actress** Sep 2009 – Jun 2012

Santa Rosa De Lima English Secondary, Macau, China

- Participated in some major Musical in schools like Annie, Cats, and The Lion King

**School Production Crew** Sept 2012 – Jun 2015

Santa Rosa De Lima English Secondary, Macau, China

- Participated in some major productions like The Lion King and A Midsummer Night's Dream
- Mainly deal with pops making, stage settings, and actors' makeup

**University Production** Sept 2019 – Present

University of Alberta, Edmonton AB

- "Richard III" as a sound operator, "Revolt. She Said. Revolt Again" as a stagehand, "Love's Labour's Lost" as a fly crew. BLT show "Bakkhai" and "She Kills Monsters" as a Head of Light, "Rochdale" as an Assistant Technical Director, "Bronte" as a sound designer throughout 2019-2022.

### Others

- Thousand Faces Festival - Assistant Technician May 2019
- New Works Festival - Head of Light Feb 2020

## WORK EXPERIENCE

### Elementary student's Private Tutor

Sep 2012 – Jun 2015

Macau, China

- Tutoring elementary students (from Grade 4 to 6)
- Reviewing classroom or curricula topics and assignments
- Assisting students with homework, projects, test preparation, and other academic tasks.
- Working with students to help them understand key concepts, especially those learned in the classroom
- Teaching note-taking, studying, planning, organization, research methods, and other effective learning skills
- Helping students to set goals for themselves and motivating them to achieve those goals with praise and rewards
- Creating, conducting, and grading realistic practice tests and providing feedback on student performance
- Distributing informative study guides and other teaching materials

### Sales Associate

Nov 2018 – Jun 2019

Hudson's Bay, Edmonton, Canada

- Actively corresponded with customers with various nationalities to provide precise customer support in a friendly and multilingual environment
- Coordinated with the sales and women's departments to provide support in different work positions and conflict resolutions
- Actively engaged in product analyzation to fully comprehend product information in order to deliver the most suitable product to clients

### Art & Craft Teacher

Jun 2021 – Aug 2021

Music Cracker Education Centre, Macau, China

- Teaching 10 children in a class from age of 3 to 5, 6 to 8, 9 to 12, learned to adapt teaching style to different age groups
- Assist children in developing artistic skills through creative drawing and painting activities
- A strong focus on encouraging children to participate in art creations

## SELECTED EXPERIENCE

### Dino Lab Volunteer

Mar. 2019 – Oct. 2019

University of Alberta, Edmonton AB

- Attention to details while cleaning, repairing and preserving dinosaur fossils for research purposes
- Hazard management of chemical ingredients while handling precious and fragile objects with care

### Youth Leader

Sept. 2017 – Jun. 2018

South Edmonton Alliance Church, Edmonton AB

- Coordinated with a team of church volunteers to provide child care for children from different backgrounds and ethnicities
- Organized activities for children in the program while engaged in safety precautions to prevent injuries and harmful situations during activities
- Counseled children in distress due to loss of family members in Syria and coordinated with supervisor to provide mental support