



# CHARLOTTE CROTEAU

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## Experience

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**Print Centre Monitor,**  
**MacEwan University**  
*Septemeber 2017 – April 2018*

Assisting fellow students with the printing process on inkjet, Xerox, and poster roll. Includes tracking inventory, small maintenance and testing of inkjet and Xerox printer. Working with students to troubleshoot file setup and printing problems in a calm and positive manner.

**Photo Lab Technician,**  
**Walmart**  
*June 2013 – September 2017*

Worked under little supervision or in a team environment, and developed positive customer relations skills. Attended to maintenance on photo lab equipment, with WHMIS training, and Personal Protective Equipment (PPE) requirements. Supplied backup support to the Electronics Department.

**Summer Student,**  
**Canexus Corporation**  
*July – September 2014*

Orientation on WHMIS/TDG, H2S Awareness and Portable Gas Detectors, Radio Communication usage/protocols, PPE requirements, and Pre-job Hazard Awareness. Assisted Electrical personnel with validating electrical single drawings and verifications of motor starters in the motor control centre, pumps, motors and ESD buttons. Assisted Maintenance with survey of all information on equipment i.e. valves, actuators, skully systems and input all data into S.A.P. Attended to miscellaneous painting jobs. Daily maintenance of Administration office garden.

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## Skills

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### Software

Aboobe InDesign, Illustrator, Photoshop, After Effects, Premiere Pro, XD, and Microsoft Office, Sketchup.

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## Additional Information

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### Academic Status

Grant MacEwan University, Design Studies  
Year 4 of 5

Bev Facey Community High School, Diploma  
*June 2014*

### Volunteer Activities

British Petroleum (BP) Forever Green Birthplace Forest Tree Planting at new Fort Saskatchewan Hospital site. Bottle drives fund raising for Piranhas Summer Swim Club. Grant MacEwan University open house volunteer 2016/2017. Member of 2016/2017 Student Advisory Counsel for Grant MacEwan.

### Interests

Painting, drawing, photography, reading books, film and TV analysis, downhill skiing, kickboxing, swimming, and cooking.

### Other

Class 5 License. Can drive manual transmission.