

## PROFILE

I am a professionally trained project manager with leadership and supervising skills with over 15 years of event planning and promotion in the music industry. *"Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do."* — Pelé

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# Matthew Harris

CD

## WORK EXPERIENCE

2020 - Present

Retired Military / LensFlare Photography | Saint-Sixte QC, Canada

### PHOTOGRAPHER / OWNER

- Main photographer and designer.
- Business owner.
- Create and design websites, social media products.
- Maintained all Video, Photography and Audio equipment.
- Uphold a high standard of professionalism and work ethic.

2015 - 2019

Sky Events Agency | Edmonton AB and Montreal QC, Canada

### BUSINESS OWNER

- Operated business with business partner.
- Planned and operated live music events.
- Managed local artist.
- Booking agent for Le Barrage – Brasseurs.
- Cymbal Rep for Truroot Cymbals by FMZ.
- Grant writing and business plan development.

2010 - 2015

BabZee's Entertainment, Symphony of Sound, Levy Step, Shawn Oates | Fredericton N.B, Hamilton ON, Halifax N.S, Edmonton AB. Canada

### PERFORMER, MANAGER, EVENT PROMOTOR

- Planning and development officer for various music events.
- Success in building relationships with outside agencies.
- Supervised personal with set teams during each event. 25-50 staff
- Managed budgets prior, during and after each event.
- Coordinator between all stake holders, staff, artists, volunteers, support pers.
- Performed and rehearsed as an artist in music groups.
- Conducted numerous promotional and marketing campaigns as a spoke person.
- Mentored other business partners on current markets.

## CONTACT



1-902-955-6288



harrismatty@hotmail.com

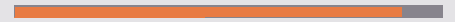


PO Box 91, Pictou, NS | B0K1H0

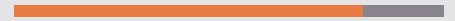
Canada

## WORKPLACE SKILLS

### LEADERSHIP



### PROJECT MANAGEMENT



### RESEARCHING



### EVENT PLANNING



### TEAM BUILDING



## PRO SKILLS

- ORAL AND WRITTEN COMMUNICATION
- STAFF DEVELOPEMENT
- ORGANIZING / SORTING
- EFFICTIVE DECISION MAKING

## EDUCATION

2020

### MASTERS CERTIFICATE IN PROJECT MANAGEMENT

Carlton University

1997

### HIGH SCHOOL

Grade 12 Senior Matriculation / Pictou Academy

## WORK EXPERIENCE (CONTINUED) Military

1995 - 2020

Canadian Armed Forces | Ottawa, Canada

### SENIOR NON-COMMISSIONED OFFICER

- Conducted course evaluation interviews and provided detailed status reports for executive officers.
- Managed classroom and field training for up to 60 recruit students.
- Oversaw all field training exercises including live fire exercises.
- Ensured all safety practices and protocols were followed.
- Utilized computer-based programs such as Monitor Mass, DRMIS, CFRIS, MITES, Microsoft and PeopleSoft which are SAP based.
- Oversaw all unit logistical sustainment requirements while concurrently directed the implementation of company operations.
- Oversaw and directed junior supervisors and subordinates with varying responsibilities for section operational objectives.
- Provided detailed written status reports for executive officers.
- Liaised with NATO operational counterparts to ensure a cohesive operational relationship.
- Oversaw the daily administration for up to 50 military personnel from 4 different countries.
- Managed and coordinated intelligence reports of regimental operations.
- Assisted Regimental Operations Officer with project management tasks at domestic and international level.

### ADDITIONAL TRAINING

2019	Performance Management
2019	Mental Health for Managers of Civilians
2019	MS Office tutorial
2019	Understanding Diversity and Employment Equity
2018	Coaching for Excellence
2018	DND/CAF WHMIS Orientation
2016	Introduction to GBA+

### REFERENCES

Available upon request.

## SOCIAL



<https://www.facebook.com/harrismatty>



<https://www.linkedin.com/in/matty-harris/>



<https://www.instagram.com/lensflarephotogra>

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## LANGUAGE

- **SLOVAK**  
(self-taught with family)
- **ENGLISH**  
fluent (speaking, reading, writing)
- **FRENCH**  
basic (speaking, reading & writing)
- **CZECH**  
(self-taught with family)

## VOLUNTERING

2014 - 2016

### **BOARD MEMBER**

*Rio Terrace Community / Edmonton, AB*

2016-2020

### **MFRC – Military Family Resource Center**

*President - Military Volunteer / Saint-Hubert, QC*

## INTERESTS



Reading



Traveling



Landscape Photography



Internet Browsing



# Matthew Harris

CD

## CONTACT



1-902-995-6288



[harrismatty@hotmail.com](mailto:harrismatty@hotmail.com)



PO Box 91 Pictou, NS| B0K1H0

Canada

Aug 27<sup>th</sup>, 2023

## TO WHOM IT MAY CONCERN

Dear Hiring Manager.

Enclosed is my resume for your consideration in filling the position within your organization in Pictou, N.S.

As my resume will attest, I am a recent graduate of Carlton University's master's Certificate in Project Management (PM), and I am eager to put my skills to work. As a PMP master's Certificate graduate, I have a good working knowledge of contemporary best practices of project planning and control as well as accessing and managing project risk and project quality management protocols. I also have a good working knowledge of Agile and Scrum.

Although I am a recent graduate, I also bring over two (2) decades of increasing responsibilities gained during my service to Canada with the Canadian Army where I rose from an entry rank to a senior supervisory rank of Sergeant. During my career, I held a variety of positions including most recently as an instructor / facilitator at the Canadian Forces Leadership and Recruit School in St. Jean sur Richelieu in Quebec. I completed four Military tours in Cyprus and Afghanistan respectively as a Platoon Warrant Officer position. I was responsible for the daily administration of the manning and operational deployment of up to 50 -70 military personnel. This allowed me to further develop my time and project management skills as well as providing clear and concise detailed verbal taskings to ensure operational objectives were met successfully. I have been awarded an accommodation during an operation that prevented loss of life for my American comrades during my time overseas in 2013.

Although I have served many years in the military, I have (15) years of increasing responsibilities in event management and promotions. From 2005 to 2018, I performed and managed the LevyStep Music Group (NS) and the Shawn Oates Band (AB). We performed live events in Edmonton and on the East Coast of Canada as well as in the studio. As the manager, I booked the shows coordinated our tours as well as controlled the expenses and managed the budget. During this period, I also held the position of Festival Promotor and Event Planner for the BabZee's Entertainment and Symphony of Sound that organized various outdoor events such as North Rocks the Bay (ON), FredRock Music Festival (NB), Support our Troops Concerts (AB) and more. This included developing promotions and marketing strategies as well as managing the day-to-day operations with up to (50) personnel.

I am confident my knowledge, skills and experience will allow me to become a valued member of your team. I would appreciate the opportunity to discuss putting my knowledge, skills, and abilities to work. I will make myself available at a time convenient to your schedule to discuss this further. I can be reached at 902-955-6288 or [harrismatty@hotmail.com](mailto:harrismatty@hotmail.com) should you have any questions or to arrange an interview.

Sincerely,

**Matthew Harris**

TO:

**Hiring Manager**



# Matthew Harris

CD

## REFERENCES

### DEBBIE SANGSTER

Owner | Debs Hidden Cafe

☎ 902-382-3444

✉ deb@debshiddencafe.com

### ADAM DOIGE

Owner | Archive Contracting

☎ 780-680-7096

✉ adam@archivecontracting.com

### Phil Chayer

Military | CFLRS

☎ 438-396-1294

✉ Philippe.Chayer@forces.gc.ca

### Mike Turner

Record Producer | Music Industry

☎ 416-986-0724

✉ Emtee44@me.com

## SOCIAL



<https://www.facebook.com/harrismatty>



<https://www.linkedin.com/in/matty-harris/>



<https://www.instagram.com/lensflarephotogra>

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