

M. MICHELINE CALVERT

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#### OBJECTIVE

To work with children, teenagers, and adults in interactive theatrical projects

#### QUALIFICATION HIGHLIGHTS

- \* Experienced in childhood, adolescent, and adult education
- \* Certified in the Dramatic Arts (National School of Art, Cuba)
- \* Strong communication skills in both English and Spanish
- \* Skilled at public speaking
- \* Proficient at MS Word and use of the Internet

#### EMPLOYMENT HISTORY

Speech-language demonstrator, Canadian Academy of the Arts, Toronto  
2002-present  
Housekeeper, Hurley Corporation/IBM, Toronto 2002-present  
Translator, Centre for Spanish Speaking People, Toronto 2002  
Merchandise, Manpower, Toronto 2002  
Instructor, School of Modern Languages, Cuba 1999-2000  
Actress, Grupo Teatro Estudio, Cuba 1987-2001

#### SUMMARY OF EXPERIENCE

##### Arts and Teaching Skills

- \* Wrote and directed plays for children and adolescents
- \* Taught language, drama, and performing arts to children, adolescents, and adults
- \* Acted in numerous productions in Latin America, Europe, and Canada
- \* Recorded Spanish-language scripts for use in an Internet education program

##### Administrative and Housekeeping Skills

- \* Performed light administrative and housekeeping duties
- \* Kept an organized working environment
- \* Typed, photocopied, and faxed correspondence
- \* Arranged meetings and confirmed client appointments
- \* Ordered supplies and maintained inventory
- \* Received and directed calls to appropriate staff

#### EDUCATION AND TRAINING

Daycare Training, Ontario Early Years Community Centre, Toronto 2003  
Computer Readiness Workshops, Humber College, Toronto 2002  
Cultural Marketing Certificate, Ministry of Culture, Cuba 1998  
B.A., Hispanic Language and Literature, Havana University, Cuba 1988  
Dramatic Arts Certificate, National School of Art, Cuba 1980