



Stephen P. Manuel

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Profile

I've worked a large variety of jobs, including maintenance/caretaker, caregiver, and electronics assembler over the years. The type of jobs I've held has made me very adaptable. Most recently, as a self-employed digital marketer, I have created and maintained a website for seven years resulting in a stable income.

KEY SKILLS: Experienced with customer service and interacting with the public. Able to communicate clearly with customers and coworkers. Physically fit for outdoor or indoor tasks, good manual dexterity and familiar with power tools and hand tools. Comfortable with various software programs and social media, very computer literate and good at math.

Experience

RELIEF SUPERINTENDENT – 2022-2023

Responding to repair requests from condo tenants. Organizing and changing bins. Preparing bins for pickup.

SELF-EMPLOYED – 2015-2022

Created and continue to maintain a website for those looking for schools and schooling information. Tasks include written content creation, keeping information current, technical website maintenance, search engine optimization.

FACILITIES CARETAKER, DORJE DENMA LING, NS – DECEMBER 2021 - MARCH 2022

Temporary position over the winter months. Responsibilities included:

- Snow removal and arranging help to remove snow to maintain access for emergency vehicles and others.
- Monitoring propane and heating oil usage and arranging fuel delivery important to maintaining operations.
- Checking on and repairing wind-damaged infrastructure.
- Repairing and repainting to maintain clean interior appearance.
- Insulating windows for reduced energy cost.
- Keeping the generator running during power outages to maintain building heat and power.
- Checking in guests and making sure they have everything needed to assured guest satisfaction.
- Purchasing needed materials to maintain operations.

CAREGIVER (ALZHEIMER'S DEMENTIA) – 2010-2015

Helped with daily tasks as dementia increased.

- Prepared nutritious meals for better health
- Helped with shopping to maintain household supplies
- Transported to and from appointments
- Provided companionship and security for greater peace of mind.

ARTISAN – 2001-2010

Created and sold concrete and metal castings at stores and craft fairs.

- Created original molds to make art castings
- Developed website for artwork successfully increasing sales
- Developed display to sell artwork at craft fairs successfully increasing sales.
- Promoted artwork to stores helping increase sales.

OTHER EMPLOYMENT

I have worked at many other jobs through the years, but since they were a while ago have not listed them on this resume.

- First Aid Attendant in the Oil and Gas industry in Northern BC and Alberta
- Metal Shop Tech - Kootenay School of the Arts, Nelson, BC
- Electronics Assembler at Pacific Insight Electronics Corp., Nelson, BC
- Bird Surveyor - identifying and counting birds to help gauge environmental impacts
- Buddhist Monk - assistant manager, maintenance, guest relations, etc. at KDOL Buddhist Retreat, Salt Spring Island, BC
- Maintenance Person/Front Desk Clerk - Tekarra Lodge, Jasper, Alberta

Education

Kootenay School of the Arts - Arts Diploma specializing in Metal Work

Training Program in Tibetan Buddhist Studies at KDOL - Salt Spring Island, BC

Dalhousie University, Halifax, NS - Bachelor of Arts

Skills

Familiar with all skills needed to create and maintain small websites. Includes social media, word processing software, image editing software, Wordpress

Maintenance and caretaking skills such as carpentry, electrical repair, drywall repair and painting.

Helping an Alzheimer's sufferer with everyday tasks including cleaning, meal prep, appointments, walks and so on.

Clean Class 5 driver's license.

Checking in guests and satisfying their needs including shopping, arranging transportation, and communicating with management.