

SHIELLAH QUINTOS

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ULTIMATE EXPERIENCE

- WFDF Ultimate Subcommittee Chair, 2017 - 2019
- EUF Head Scorekeeper, EUC 2019
- BULA Volunteer Coordinator, WCBU/EBUCC/EBUC 2015 - present
- WFDF Game Advisor/Trainer, WUCC 2014 - present
- USAU Certified Observer Trainer, 2012 - present
- USAU Northeast Regional Observer Coordinator, 2011 - present
- USAU Certified Observer, 2007 – present
- USAU/UPA Club Championships Volunteer Coordinator, 2003 - 2012
- UPA Northeast Mixed Regional Coordinator, 2003 – 2008
- Executive Director, Canadian Ultimate Players Association, 2004 - 2006
- Executive Director, Association de Ultimate de Montréal, 2002 - 2008

COORDINATION SKILLS

- 17 years of event management, coordination and marketing
- Organized 11 events per year for over 2200 members, managed and supervised volunteers
- Solicited 7 event sponsors and developed sponsorship and partnership programs
- Made decisions in high energy, fast paced environments

COMMUNICATION SKILLS

- Presented at conferences and represented associations at trade fairs
- Composed letters, announcements, invitations, annual reviews, bi-monthly newsletters
- Maintained content of 3 simultaneous web sites
- Bilingual – French & English

ADMINISTRATIVE SKILLS

- 16 years of administration experience
- Responsible for bank deposits and prepared expense reports
- Maintained integrity of membership databases and implemented online payment systems
- Approved and authorized maintenance and supplier contracts as necessary

PROFESSIONAL EXPERIENCE

- Application Support Analyst, Intelrad, 2011 – present
- Real Estate Broker, Royal LePage, 2009 - 2013
- NOTES/NT Administrator, Systematix (Client: ABB Inc.), 2000-2001
- Lotus Notes and Novell Administrator, ISM Travel & Transportation (Air Canada), 1996-1999

TRAINING & EDUCATION

- Nuance PS360 Partner Certification: Support, 2014
- Competent Leadership Award, Toastmasters, English – 2013, French - 2017
- Competent Communicator Award, Toastmasters, English – 2012, French - 2017
- Network and Administration Support, AEC, Dawson College, 2011
- Real Estate Broker, Collège de l'immobilier du Québec, 2009
- International Special Events Society – Jack and Anne Morton Event Management Certificate Program Scholarship, George Washington University, 2003