

Sandy Klowak

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Writing and editing experience

News producer/web reporter at CTV Winnipeg, June 2011 – August 2013

- Managed CTV's website each morning, writing and posting breaking stories, videos and photos to web, updating CTV's Twitter and Facebook pages
- Produced the CTV Morning Live ticker, assisted with producing for the morning news casts, and handling show guests

Editorial assistant for The Bulletin, the University of Manitoba's faculty and staff newspaper, September 2012 – March 2013 (six month contract position)

- Conducted a variety of interviews with staff and students, wrote and compiled content—including events listings and job postings-- for the bi-weekly publication; copy edited each issue

Freelance and intern reporter at the *Winnipeg Free Press*

- Interned for total of four months between December 2009 and January 2011, worked freelance reporting shifts in 2012

Freelance and intern writer at *Canada's History* magazine (formerly *The Beaver*)

- Conducted research and interviews for various historical projects, wrote pieces for web and print
- Interned one day weekly from January to May 2010

Editor in chief, *The Projector*, Red River College's Student Newspaper, April 2010 - March 2011

- Led story meetings and managed editorial staff; edited entire paper's content for style and accuracy; made editorial decisions on content inclusion
- Was one of two key players in creating a publications board to govern the paper; took leadership role in creating bylaws, re-writing job descriptions and launching a website

Wrote, produced and edited a short documentary on Winnipeg's cat overpopulation problem, featured on Shaw TV Winnipeg and several animal shelter websites; available at <http://www.sandyklowak.com/video.html>

Community group and non-profit experience

Manitoba boreal campaign coordinator for the International Boreal Conservation Campaign, September 2013 – present

- Coordinate communication and meetings between multiple groups involved in a campaign to protect 50 per cent of Manitoba's boreal forest
- Creating and implementing interactive educational web resources and social media campaign to promote public awareness of boreal conservation issues in Manitoba
- Perform various administrative and maintenance tasks for the campaign, including expense reports and schedule management

Stage manager and production assistant for *Sarasvati Productions*, June 2006 - present

- As stage manager and assistant stage manager for several plays: coordinate and facilitate rehearsals, keep notes and write reports, coordinated communication between director, actors and production team, call sound and light cues for performances, August 2012 - present
- As production assistant for annual theatre festival FemFest (2006): coordinated volunteers, completed administrative tasks, solicited donations, facilitated communication between actors and production crew
- Work periodic volunteer ushering and box office shifts

Co-administrator for Missing Manitoba Women Facebook page, July 2011 - August 2013

- Assisted group founder Shelley Cook in posting information about missing people and moderating comments, in an effort to raise awareness for the issue of missing and murdered women and others in the province.

Volunteer animal caregiver

- Craig Street Cats, April 2013 – present
- Quagga Cat Shelter, May 2001 – September 2010

Coordinator of Ecological People In Action (EcoPIA – formerly EcoMAFIA), a University of Winnipeg student services group promoting environmental sustainability on campus, August 2007 - April 2008

- Led coordination of several events including awareness weeks, outings, movie nights and annual concert EcoEclectica, which fundraised for Spence Neighbourhood Association's Kids Garden
- Liaised with Campus Sustainability Office, playing an active role in projects such as the implementation of the composting system at U of W
- Worked with co-coordinator to lead weekly meetings with large groups of student volunteers, completed administrative tasks, represented EcoPIA on University of Winnipeg Students' Association board

Education

Creative Communications diploma, Red River College, Winnipeg

- Major in journalism
- Graduation: June 2011

Honours Bachelor of Arts, University of Winnipeg

- Self-designed program of study including courses in Religious Studies, Women's and Gender Studies, and Rhetoric Writing and Communications
- Graduation: June 2009

Academic accomplishments

Received an Excellence in Journalism Award from the Eric and Jack Wells Foundation: Honourable Recognition for Free Press article entitled *The dogs of war*, April 2011

Maintained a place on the School of Business and Applied Arts Honours List at Red River College for excellent academic performance for entirety of Creative Communications program

Graduated as Student of Distinction on Dean's Honour List at the University of Winnipeg