

BRENDA LEE CORNISH

357 – 806 Clark Blvd. Brampton, ON L6T 2E8
905-789-9421 / blcclp@hotmail.com

EMPLOYMENT HISTORY

OPERATIONS MANAGER

IATSE LOCAL 411

Aug 2015 – Present

Responsibilities include but are not limited to:

- Manage Local's day-to-day administrative and fiscal operations
- Provide day-to-day support and services to Local's membership
- Assist with Local's day-to-day financial matters
- Assist with day-to-day administration of the Local's health & welfare benefits plan

EXECUTIVE ASSISTANT / PRODUCER'S ASSISTANT

QVF INC.

Aug 2007 –
July 2015

Responsibilities included but were not limited to:

- Provided day-to-day support to Producer and CFO
- Secretarial and general reception duties
- Bank deposits
- Pre-Production duties assisting the PC and/or APC with office and vendor set up
- Liaised with Producers, Directors, DOP's prior to production
- Prep Production Calendars
- Assisted with projects in Development

PRODUCER'S ASSISTANT

LEN & COMPANY

FEATURE FILM

IFC Films

Producers: Youree Henley, Rick Jarjoura
PM: Pete Vanstone
PC: Justin Beck

August 2012 –
March 2013

(Anonymous Content /
QVF Inc.)

PRODUCER'S ASSISTANT

TRANSPORTER: THE SERIES

TV SERIES

TMN

Producers: Susan Murdoch, Patricia Curmi,
Olivier Bibas, Jan Bennemann
PM: Anna Beben
PC: Adrian Sheepers

Pilot / Season 1 & 2

September 2011 –
August 2013
(pre to post production)

PRODUCER'S ASSISTANT

DAN FOR MAYOR

TV SERIES

CTV

Producers: Paul Mather, Kevin White,
Mark Farrell, Susan Murdoch
PM: Anna Beben
PC: Adrian Sheepers
PC: Alice Wickwire Foster (prep)

Season 2

September 2010 –
January 2011

PRODUCER'S ASSISTANT	NATIONAL TREE Producers: Susan Murdoch Gerald Abrams PM: David Till PC: Janet Gayford	MOW February 2009 – April 2009	HALLMARK
PRODUCER'S ASSISTANT	DAN FOR MAYOR Producers: Paul Mather, Kevin White, Mark Farrell, Susan Murdoch PM: David Till PC: Janet Gayford	TV SERIES Season 1 November 2008 – January 2009	CTV
PRODUCER'S ASSISTANT	DAN FOR MAYOR Producers: Paul Mather, Kevin White, Mark Farrell, Susan Murdoch PM: David Till PC: Janet Gayford	TV SERIES PILOT September 2008 – Nov 2008	CTV
PRODUCER'S ASSISTANT	DANIEL'S DAUGHTER Producers: Susan Murdoch, Gerald Abrams PM: David Till PC: Janet Gayford	MOW September 2007 - December 2007	HALLMARK
PRODUCER'S ASSISTANT	CHARLIE & ME Producers: Susan Murdoch, Gerald Abrams PM: David Till PC: Janet Gayford	MOW June 2007 - September 2007	HALLMARK
ASSISTANT PROPERTY MANAGER	STERLING KARAMAR PROPERTY MANAGEMENT Responsibilities included but were not limited to: <ul style="list-style-type: none"> ➤ Provide day-to-day support to Staff, Vendors and Tenants ➤ Supervised Maintenance and Cleaning Staff ➤ Secretarial and general reception duties ➤ Collection of Monthly Rent ➤ Bank deposits ➤ Building Inspections ➤ Work Orders for Tenants ➤ Arrange Vendors for individual unit repairs and building upgrades 	August 1994 – April 2006	

CERTIFICATIONS:

WHIMS / Worker & Supervisor Ontario Occupational Health and Safety and Awareness Training