

# DAVID GLAVINA

772 WATERLOO STREET, WINNIPEG, MANITOBA, R3N 0T6

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## Qualifications

- Successful experience as a Project Manager, Project Coordinator, Sales Representative/ Promoter, Business Manager, and Contractor in the musical theatre and cruise ship industries.
- Exceptional organizational, planning, communication and interpersonal skills.
- Expertise in client relationship building, promoting and marketing services, managing all facets of business operations, financial management, writing and designing promotional materials and business documents.
- **Advanced computer skills** with experience working in file server and e-mail server environments. Proficient in Access (database development), Word, Excel, Publisher, PowerPoint, Windows, and Finale (musical notation).

## Education

2009-2010

**INFORMATION SYSTEMS TECHNOLOGY**

**Red River College, MB.**

*(Diploma Co-op Program)*

1989 - 1993

**Bachelor of Music Degree (B.Mus.)**

**University of British Columbia**

*(computer science, technical writing, and commerce courses).*

2002

**Microsoft Access & Web Technology**

**Red River College, MB.**

*(database construction & web Technologies)*

## Employment

2002 - 2009

**MUSIC SERVICES INTERNATIONAL, LTD.**

***Project Coordinator, Database Developer & Junior Network Administrator***

### **PROJECT COORDINATION FUNCTIONS:**

- *Coordinate live entertainment on a national and international scale for one of North America's leading contracting companies in collaboration with the company President.*
- *Recruit musicians, screen résumés, recommend candidates, negotiate and prepare contracts (175 in 2007) to provide musicians for theatres, performing arts groups, and recording studios.*
- *Procure musical instruments and equipment for musical productions.*
- *Prepare detailed budgets for national projects. Verify budget figures and legal descriptions for all contracts with the Executive Administrator.*
- *Coordinate Music Department logistics for productions including creating and implementing comprehensive action plans, entertainer travel and accommodations, rehearsal and performance schedules, preparing varied documents, and providing on-site follow-up with clients.*

### **COMPUTER TECHNOLOGY FUNCTIONS:**

- *As a Junior Network Administrator, work closely with the IT Security & Network Specialist to develop and refine various systems for the company.*
- *Maintain and manage the company's database.*
- *Developed the visual format of the majority of company documents.*

### **ACHIEVEMENTS:**

- *Conceived and created an Access database that tracks over 4,000 musicians across North America with the ability to run sophisticated searches on confidential data. This initiative significantly increased the company's efficiency and accuracy.*
- *Designed a company profile utilized for target advertising.*
- *Innovated an Excel-based tracking system to organize and schedule the President's activities for all company projects.*
- *Evaluated computer technologies and equipment to improve company operations.*

2006 – Present

**PROPERTY MANAGEMENT**

**Privately owned property**

- 73 & 75 Lipton Street, Winnipeg, MB (Duplex)
- 63 Pine Road, Victoria Beach, MB (Vacation) [www.mts.net/~quartet/cottage](http://www.mts.net/~quartet/cottage)

2008 - Present

**SM-ARC LAND INC. (A division of SM-ARC Architecture)**

- 246 Home Street, Suites #11 & #15 - Winnipeg, MB (Condo)
- 828 Preston Street, Winnipeg, MB (Condo)
- Responsible for promoting and showing rental properties, responding to renter inquiries, developing marketing materials and websites, collecting fees, and performing building/property maintenance functions.

1993 - 2005

**ARMADILLO STRING QUARTET OF CANADA – (INTERNATIONAL)**

**Presenting Classical Concerts Around the World** (contract list attached)

**Sales Representative, Business Manager, Promoter, and Violinist**

[www.armadillostringquartet.NET](http://www.armadillostringquartet.NET)

- Managed all operations of a music industry business.
- Actively promoted a string quartet to the cruise ship industry. Strong sales skills were required, as it had been a rare form of cruise line entertainment at the time and is now a successful model.
- Analyzed industry statistics and utilized the data to close sales and maintain contracts.
- Coordinated logistics of scheduling and event management. Performed accounting and public relations functions.

Resolved issues between band members during extended cruise voyages.  
Booking and performing casual engagements in Vancouver & Winnipeg.

1993 - 2005

**CUNARD Line, P&O PRINCESS Cruises Ltd.(US), REGENCY Cruises, P&O Cruises (England), PREMIER Cruises, HOLLAND AMERICA Line**

- Sales & Tour Guide, Shore Excursion Department

1995 - 1996

**CRUISESHIPCENTRES, Winnipeg, MB.**

- Travel Agent, (part time - between cruise ship contracts)

**Volunteer**

R.H. Smith School, River Heights, Winnipeg, MB.  
River Heights Community Centre, Winnipeg, MB.  
Winnipeg Mennonite Theatre, Winnipeg, MB.  
Sisters of the Poor, Hamrun, Malta – Fundraising for old age care facility  
Little Chamber Music Series That Could, Vancouver – Board Member  
British Columbia Provincial Elections, Vancouver, BC.

**Certificates**

Canadian Red Cross Emergency First Aid "2 Rescuer", Winnipeg  
PADI Open Water Diving Certification, Cozumel

**Interests / Hobbies**

My family (two sons: Henry & Nathan, and my wife Nancy), travel, being a hockey dad, swimming & playing music.  
  
Woodworking Training:  
2002 White River Artisan School of Violin Bow Making, Ozark Mountains, Arkansas.  
2008 Violin Craftsmanship Institute studying Violin Bow Making.

**References**

~ Available on request ~