

DAVID C. WEBB

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HIGHLIGHTS OF QUALIFICATIONS

- Excellent leadership ability and resource management skills focused on team building and training
- Strong verbal communication skills with the ability to effectively handle various personalities types
- Superb organizational skills along with the ability to prioritize, multi-task, lead, direct, and solve problems effectively
- Highly reliable (Top Secret security clearance)
- High energy, dynamic and quick learner
- Flexible, proactive with good customer service skills

RELATED WORK EXPERIENCE

DW DESIGNS

Victoria, BC (Jan 2019 – Present)

Freelance Web Designer

- Established a web design business, managing multiple projects for individuals and small businesses
- Contracted services to local web design company, completing projects in a timely fashion, often under tight deadlines
- Responsible for the design and implementation of client's website from implementation until final launch
- Created user-friendly, responsive web pages using HTML, CSS, JavaScript and WordPress
- Designed professional logos and advertising media for multiple clients
- Provide regular website maintenance and time-sensitive updates for client websites

ELEMENTS CASINO

Victoria, BC (July 2018 – Dec 2018)

Tables Game Dealer

- Provided outstanding customer service, utilized game protection, and demonstrated in-depth table game knowledge
- Accountable for up to \$50,000 worth of casino chips on an active table
- Conducted all components of table games in accordance with the company's policies and procedures
- Responsible for consistent observation of surroundings and for the immediate reporting of any suspicious behaviour, foul play, or counterfeit money
- Maintained knowledge of changes in local and provincial gaming laws and regulations, as well as the company's internal controls, policies and procedures
- Maintained appropriate Gaming License and highest level of confidentiality

VANCOUVER SHIPYARDS

Vancouver, BC (April 2017 – June 2018)

Personnel Security Screening Assistant

- Prepares all security ID badges and clearance/tracking for all visitors
- As A/CSO and DO, assists in the preparation and submission of personal security clearances (via Industrial Security Program, Controlled Good Program) and assist with subcontractor program registrations
- Manages security files, databases, keys, alarm systems and passwords
- Develop and implement security procedures in-line with policies of the Contract Security Program
- Conduct monthly security briefings for all new hires
- Conducts weekly security presentations for newly hired employees under the auspices of the various security programs
- Maintains all ID badge supplies
- Draft Security Policies based on CISD and CGD Directives

DRIVESMART VICTORIA

Victoria, BC (September 2012 – April 2017)

General Manager

- Communicated through telephone and computer to exchange passenger requests
- Effectively dispatched contracted drivers minimizing customer wait times
- Assisted with training new personnel with a focus on policy and procedures
- Demonstrated excellent customer service skills promoting company's goal of customer satisfaction
- Promulgated weekly schedule based on contractor availability and equal employment opportunity
- Completed bi-weekly payroll based on accurately kept financial records providing to data to accountant for tax purposes

CANADIAN ARMED FORCES

Esquimalt, BC (January 1998 – November 2016)

Naval Combat Information Operator/Ship borne Air Controller

- Supervisor/administrator for section up to 30 personnel
- Trained/mentored junior operators with the vision of Canadian Armed Forces in mind
- Managed/developed standard operating procedures to enhance unit goals
- Administratively responsible for unit order and discipline, ensuring personnel comply with rules and regulations
- Lead classroom instruction for all levels of training within trade/occupation
- Prepared/briefed high quality operational briefings for various level of command
- Drafted operational correspondence and liaised with other government agencies, contributing to unit success

EDUCATION AND TRAINING

BCIT

Vancouver, BC

- React and Modern JavaScript, *January 2021*
- JavaScript for Web Design, *Oct 2020*

ACADEMY OF LEARNING

Victoria, BC

- Web Design Diploma, *October 2019*

Q-College

Victoria, BC

- WordPress and Digital Marketing Certificate, *January 2019*

ROYAL MILITARY COLLEGE

Kingston, ON (Distance Education)

- Introduction to Military Law, *January 2013 (Honours)*
- Introduction to Defence Management, *December 2011 (Honours)*

LEARNING & CAREER CENTRE

Esquimalt, BC

- Introduction to Project Management, *June 2014*
- Microsoft Office Suite, *April 2014*
- Business Writing and Presentation Skills, *November 2014*
- Communication for Leadership, *October 2013*
- Harassment Advisor and Alternate Dispute Resolutions, *March 2011*
- Occupational Health and Safety – General, *March 2010*

AWARDS AND DECORATIONS

- Canadian Forces Decoration – 1st Clasp, *March 2016*
- Commanding Officer's Commendation for Employment, *June 2015*
- South West Asia Service Medal (Afghanistan), *October 2002*
- Special Service Medal (Iraq), *December 1998*
- Canadian Peacekeeping Service Medal (Libya), *December 1998*