

Liam Elia

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EXPERIENCE

Business Affairs Coordinator, Project Development

August 2022 - June 2023

Reel One Entertainment

Vancouver, BC

- Managed relationships with writers and third-party production companies, improving project efficiency by 20% through effective communication and contract negotiations.
- Generated reports on genre distribution, leading to optimized project development strategies and increased client satisfaction.
- Collaborated cross-functionally with producers, creative executives, and legal counsel to streamline contract processes and to create innovative solutions.

Business Affairs Assistant

February - August 2022

Reel One Entertainment

Vancouver, BC

- Optimized the motion picture copyright application process, saving resources, cost, and reducing application time by 90%.
- Facilitated the opening of bank accounts for 52 productions, ensuring timely access to funds and minimizing production delays.
- Served as COO's executive assistant, managing administrative tasks and supporting strategic business planning initiatives.

Operations Support Analyst

March - November 2021

Canada Guaranty Mortgage Insurance

Toronto, ON

- Managed key quality assurance metrics and reporting for mortgage insurance products, improving data accuracy by 25%
- Provided exceptional customer support to key stakeholders, developing strong communication skills and problem-solving abilities.
- Trained and organized daily tasks for new team members, enhancing efficiency and onboarding processes.

Sailing Coach

Summers 2016 - 2019

Lake of Bays Sailing Club

Lake of Bays, ON

- Mentored and taught sailing skills to diverse groups of students, fostering a passion for outdoor water activities.
- Organized and led sailing events, promoting community engagement and environmental stewardship.

EDUCATION

Canadian Securities Course

In Progress

Canadian Securities Institute

Online

Data-Driven Product Management Simulator Certificate

April 2024

GoPractice

Online

- Developed data-driven product management skills through hands-on simulations.

Data Analyst, Python Certificate

February 2024

Datacamp

Online

- Developed data analysis skills to manipulate, analyze, and visualize data with Pandas and Python.

Bachelor of Arts (Honours), Film & Media

2016 - 2020

Queen's University

Kingston, ON

- Graduated on Dean's Honour List
- Relevant Coursework: LAW 204 Corporate Law, ENIN 301 Creative Entrepreneurship, FILM 450 Digital Business

PROJECTS

Podcast Generator | Python, Javascript, HTML, CSS, FastAPI, OpenAI API, Supabase

July 2024 - Present

- Created a platform that converts PDFs into 20-minute podcasts using Retrieval-Augmented Generation.

Storybook Platform | Python, Stable Diffusion, Flask, Replicate, ComfyUI, OpenAI API

June 2023 - February 2024

- Launched a personalized children's storybook generator using AI for original narratives and illustrations.

SKILLS

Professional: Project Management, Leadership, Group Problem Solving, Partnership Management

Technical: Python, AI Integration, HTML, CSS, Javascript, Microsoft Excel and Office Suite