

Alysa Danielle Saliba

Writer

 <http://alysadsaliba.com>

Detail oriented philologist looking to apply their creative and technical skills as a professional in the Games Industry.

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SKILLS

- Active Listening
- Character Creation
- Conflict Resolution
- Collaboration
- Copywriting
- Creative and Technical Writing
- Critical Thinking
- Editing
- Organization and Attention to Detail
- Research
- Time management
- Verbal and Written Communication

LANGUAGE

- English - Native
- French - Professional

WORK EXPERIENCE

Writer/Editor | [Grand Scheme Games](#)

December 2018 – Present

Creation and editing of Codex and Lore.

Character Summary, Bio and dialogue.

Item Descriptions.

Administrative Agent | [Victoria Park Health Club](#)

December 2017 – February 2019

Copywriting and editing of promotional materials.

Facilitate the day to day Administration and Operation of the Health Club

Documentation and maintenance of training manuals, procedures and checklists.

Creation and Maintenance of Ambassador Contracts.

Operations of Special events and Charities.

Creation and preparation of Revenue reports using Pivot Tables.

Interviewing, hiring, and training of new staff as well as the evaluation and continuous development of Health Club reception team.

Input, verification, and maintenance of class schedules using MindBody Online Software.

Reconciliation and collection of outstanding accounts and client Invoicing.

Resolution of escalated client concerns and complaints.

Reception + Team Lead + Health Club Opener | [Victoria Park Health Club](#)

Winter 2015 – December 2017

Attend weekly meetings and communicate with administration and facilitate communication between front desk and head office. Organize and run seasonal team meetings.
 Document appropriate Policies and Procedures for reception.
 Administer employee reviews.
 Customer Service.
 Ensure facility and customer service standards are met.
 Interview and ensure proper training of new reception employees.
 Create and Maintain work schedules using WIW.
 Analyse and create shrinkage reports based on weekly sales and inventory.
 Assure quality control and completion of daily tasks: Opening, Midday, Closing.

Tattoo Artist + Head Shop Assistant + Floor Sales | [Adrenaline Tattoos and Piercing](#)
 Fall 2009 – Winter 2015

Client consultations to determine subject and style.
 Reception Duties and Customer Service.
 Daily housekeeping tasks.
 Ensure and enforce proper procedure and practices are being followed as well as training new technicians.
 Stock and resupply.
 Filing all lists and logs as well as MSDS sheets, procedures and protocols while ensuring all information is up to date.



EDUCATION

Major in English Literature | [Concordia University](#)
 2007 – 2008 : 2016 – 2018

Relevant Courses: Video Games and/as Literature
 The Visual History of Video Games

D.E.C Liberal Arts | [John Abbott College](#)
 2003 -2007



ACTIVITIES

Gaming. Writing. Reading. Literature. Art. Game Theory. Arthritis Society Volunteer.
 Environmental Council. Book Club Admin. Special Events Advisor. Green Initiatives.



COMPUTER SKILLS

- Windows/Mac
- Outlook
- Adobe
- Excel
- RPG Maker MV
- Twine
- Word
- Google
- Mindbody Online
- Acrobat
- When I Work



References upon request