

# DAVID GLAVINA B.Mus., REALTOR®

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## Qualifications

- Licensed REALTOR® in Manitoba. Member of M.R.E.A, C.R.E.A., W.R.E.A.
- Excellent interpersonal and negotiation skills.
- Exceptional organizational, planning and communication skills (both written and aural).
- 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.
- Successful experience as a Project Manager, Project Coordinator, Sales Representative/ Promoter, Business Manager, and Contractor in the musical theatre and cruise ship industries.
- Ability to problem solve, make decisions and think critically. Ability to use logic and reasoning. Comfortable with numbers.
- Co-Developed web sites for the music industry and for Property Management industry.
- **COMPUTER KNOWLEDGE:** Very comfortable with word processing software (Word, Excel, Publisher, PowerPoint). Experience working in intranet file server and e-mail server environments. Object Oriented computer programming experience with JAVA, Visual Basic.NET and RUBY on RAILS web development environment. Familiarity with Visual Studio, Visual Paradigm, SQL, Oracle Database, Access Database, Apache, Finale (musical notation), Windows and LINUX operating system environments.

## Education

2011 - 2012

### MANITOBA REAL ESTATE ASSOCIATION

- Licensed REALTOR® in the Province of Manitoba.

2009 - 2011

### RED RIVER COLLEGE OF SCIENCE & TECHNOLOGY

- Business Information Technology

1989 - 1993

### UNIVERSITY OF BRITISH COLUMBIA

- Bachelor of Fine Arts Degree (B.Mus.)

## Employment

2012 - 2013

### CENTURY 21 BACHMAN & ASSOCIATES

360 McMillan Avenue, Winnipeg, Manitoba, R3L 0N2, Canada

#### REALTOR®

- Real Estate Salesperson (Buyer and Listing Agent)

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. Clients: Royal Winnipeg Ballet, Jann Arden, Barry Manilow, Alycia Keys, Theaters throughout Canada and the US, Broadway theatre Bus and truck tours, International touring companies in Asia and Europe, etc.
- Recruit musicians, screen résumés, recommend candidates, negotiate and prepare contracts (175 in 2007) to provide musicians for theatres, performing arts groups, and recording studios.
- Researched, evaluated and procured musical instruments and equipment for musical productions across Canada and the US.
- 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 onsite follow-up with clients.

#### COMPUTER TECHNOLOGY FUNCTIONS:

- As a Junior Network Administrator, worked 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.

## **PROPERTY MANAGEMENT**

2008 - Present **SM-ARC LAND INC. (A division of SM-ARC Architecture)**

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

2006 - Present **Personally owned property**

- 73 & 75 Lipton Street, Winnipeg, MB (Duplex Property)
- 63 Pine Road, Victoria Beach, MB (Vacation Property)

**Web Development:** Lead, coordinated and developed this web site with Graphic Designer. Documented, created and optimized web site content.

[www.armadillostringquartet.net/cottage](http://www.armadillostringquartet.net/cottage)

1993 - 2005 **ARMADILLO STRING QUARTET OF CANADA (INTERNATIONAL)**

**Presenting Classical Concerts Around the World**

Sales Representative, Business Manager, Promoter, and Violinist

**Web Development:** Lead, coordinated and developed this web site with Graphic Designer. Documented, created and optimized web site content.

[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.
- Consulted with clients to book and perform for casual engagements in Vancouver, Winnipeg and Montreal.
- Traveled ten months per year for over a decade to six of the seven continents.  
**Contracts with:** SILVERSEAS CRUISES, RADISON SEVEN SEAS CRUISES, CUNARD LINE, P&O/PRINCESS Cruises Ltd. (US), P&O Cruises (England), STAR CRUISES (Asia), PREMIER CRUISES, REGENCY Cruises and HOLLAND AMERICA
- In addition: Sales & Tour Guide, Shore Excursion Department

1995 - 1996 **CRUISESHIPCENTRES, Winnipeg, MB.**

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

Associations  
& Memberships

Member of the Canadian Real Estate Association, (CREA)  
Member of the Manitoba Real Estate Association, (MREA)  
Member of the Winnipeg Real Estate Association, (WREA)

Volunteer Work

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

Certificates

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

Interests Hobbies

"Hockey dad" of two boys, travel, playing music, reading.  
Woodworking - Training includes:

- Violin Craftsmanship Institute, University of New Hampshire, Durham, NH.
  - Studying Violin Bow Making (2008).
- White River Artisan School, Ozark Mountains, Arkansas, KY.
  - Studying Violin Bow Making (2002).