

# Oliver Oxton

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## Education

**MA Philosophy** 2017–2018  
*University of Waterloo, ON*  
**BA Honours Philosophy**; Minor: English Language & Literature 2012–2017  
*University of Waterloo, ON*

## Experience

**Teaching Assistant** Fall 2017–Summer 2018  
*University of Waterloo Philosophy Department*

Responsible for communicating with students, consistently holding office hours, working with other TA's to ensure standardization, pre-class prep work, and grading.

**Student Computer Consultant** Fall 2012–Spring 2014  
*University of Waterloo IST, ResNet*

Technical support and troubleshooting for Staff and Students of the University of Waterloo, servicing various hardware and software. Particular responsibilities:

- Problem solving novel technical issues across computing platforms
- Striving for client satisfaction and pre-empting client needs (especially, regarding communication)
- Creating, designing, and developing training manuals

**Theatrical Technician** Fall 2009–Summer 2012  
*Brentwood College School, T. Gil Bunch Centre for the Performing Arts*

Senior production assistant for major performances; directed and worked alongside technical team members; facilitated client and audience interactions.

**Event Management, Technical Producer** Summer 2012  
*Brentwood College School, Events*

Client facing technical production and management: weddings, funerals, and conferences.

**Grocery Stocker, Nights** Summer 2016–Spring 2017  
*Loblaws, Zehrs*

## Skills

Research; Analysis; Writing and Editing; Attention to Detail; Client and Team Communication; Computer and Software Competence; Technical and Logistical Problem Solving; Working under Pressure; Executive Duties; Confidentiality; Customer Service

## Service and Awards

**Masters Representative**, *UWaterloo Philosophy Graduate Student Association*

**President**, *UWaterloo Undergraduate Philosophy Society*

**Conference Coordinator**, *UWaterloo Philosophy Graduate Conference*

Creation of marketing materials and event programs; Planning and communications regarding schedules, pre and post events, and catering.

**Philosophy Representative**, *UWaterloo Arts Student Council*

Elected voting member: participation in budgeting and strategy meetings for arts student events and faculty program changes.

**Citizenship Award**, *University of Waterloo Philosophy*, 2016

**Undergraduate Tribunal Representative**, *UWaterloo USCA Tribunal*

Continuing volunteer for undergraduate representation in student appeals. Handling of confidential and sensitive information in a committee setting.

**Open House Philosophy Representative**, *University of Waterloo Arts Admissions*

Volunteer communication with incoming and prospective students about programs.