

**Catherine Ann Millar**

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**WORK EXPERIENCE**

**NORTHERN TOWN / TAGISH LAKE FILMS INC.**  
2005

February – April,

During the filming of this six-part CBC series, I worked in the office of the Production Accountant auditing petty cash, processing Background payroll, maintaining files and forms, faxing payroll, and photocopying. In addition, I collected and organized the information required for the production's application to the Yukon Film Commission under the Yukon Production Fund including the Travel Rebate, Yukon Labour Rebate and Yukon Expenditures.

**DEPARTMENT OF ECONOMIC DEVELOPMENT**

October 2003 –

Present

**DEPARTMENT OF TOURISM & CULTURE**

June 2001 –

Present

I am currently an auxiliary Administrative Assistant for these two Yukon Government departments. My assignments range from one or two weeks up to several months, and have included the Yukon Film Commission, the Arts Branch, Business and Trade, and the Yukon Archives. Duties include making travel arrangements, liaising with the public, co-ordinating meetings, workshops and competitions, word processing documents such as contracts and Contribution Agreements, processing payments, telephone coverage, mail and courier services, and providing general assistance such as correspondence, photocopying and maintaining supplies.

**MAN IT'S COLD / ASCENDANT PICTURES**

April,

2004

The producers of *The Big White* starring Robin Williams and Holly Hunter established a production office in Whitehorse for the month of April while filming in the area. I was hired as an assistant to the Production Accountant, and was trained on Vismax (Axium) to assist with the daily processing of per diems, petty cash and invoice payments. In addition, I created, maintained and submitted the databases required for the production's application to the Yukon Film Commission under the Film Incentive Program for the Travel Rebate, the Yukon Labour Rebate, and the Training (Mentorship) Program.

**MC4 PRODUCTIONS**

January – March

2003

This production company from France established an office in Whitehorse while filming the feature length film *Le Dernier Trappeur (The Last Trapper)*. My main responsibility was bookkeeping insofar as keeping track of expenses incurred and balancing these against the online bank account in France. I also balanced the petty cash and cheque accounts of film crew out on location, and assisted in the application for Yukon Film Incentive Programs. I answered the phones, provided local information and assisted as required.

**AIR CANADA / NWT AIR**

June 1996 - February

1997

As airport check-in agent, I received two weeks' training on Reservac III, WHMIS (Dangerous Goods), and automated lost luggage. During check-in I collected payment and issued receipts

for services such as excess baggage, stand-by fares and upgrades; I also boarded flights at the gates. My knowledge of reservations was utilised for making new bookings received by phone or in person, and in rebooking passengers at check-in who had flight changes as a result of IROPs, strikes and schedule changes. In the office after flight departure, I prepared cash balances, travel statistics (summarizing the number of first class, economy and standby fares, the ticket issuing agencies, etc.) and bank deposits.

## **RAINBOW TOURS**

February - September

1992

I designed and co-ordinated specialized individual and group tours, combining scheduled and chartered air service with packaged and F.I.T. ground arrangements. I maintained up to date information on Yukon attractions, services and facilities by contacting owner/operators and learning about their businesses. The company also operated a subsidiary canoe rental agency, leading to some involvement in wilderness tours and travel.

## **ANSETT PIONEERS** Sydney Australia

January 1981 -

September 1983

Hired on a special status visa as an expert on travel in the Yukon, I trained Australian travel agents to sell Ansett Pioneer's custom-designed extended holiday packages to Alaska, the Yukon, B.C. and California. I created, organized and delivered seminars about the Yukon to agents in Canberra, Melbourne, Brisbane and Sydney. I handled all inquiries concerning travel to Canada, specifically the Yukon. I assisted inbound Canadian passengers with advance arrangements, airport greetings, and day-to-day co-ordination. I prepared daily sales returns, escorted sightseeing tours, and was trained on Ansett Airlines' computer system.

## **EDUCATION**

McMaster University - Hamilton, Ontario - B.Sc. (Chem.)

September 1974 - May 1977

## **WORKING SKILLS**

My typing speed is 70 wpm with a 1.5% error margin. I have advanced working knowledge of MSWord and WordPerfect 6.1 for Windows, and some experience with Excel, Access, PCFile, Simply Accounting and various job-specific programs. I am familiar with most office equipment and procedures such as fax, photocopiers and Internet / email.

## **GENERAL INTERESTS**

I have a very keen interest in travelling and have visited over 30 countries. I am an avid Yukon Master Gardener, and enjoy swimming.

## **REFERENCES**

Ms. Iris Merritt  
Production / Location Co-ordinator  
Yukon Film & Sound Commission

Phone (867) 667-5678  
Email [Iris.Merritt@gov.yk.ca](mailto:Iris.Merritt@gov.yk.ca)

Ms. Andrea H. Greaney  
Production Accountant  
*Northern Town*  
Tagish Lake Films Inc. (CBC Executive Sally Catto)

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Ms. Sheila Woodley  
Production Accountant  
*The Big White*  
Man It's Cold Productions (Winnipeg)  
for Ascendant Pictures (Los Angeles – Executive Producer Chris Eberts)

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