

# BONITA MACVICAR

(647) 339-9684 cell

(416) 429-0559 home

macvicarb@gmail.com

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## PROFESSIONAL OBJECTIVE

To leverage my transferable skills, previous experience and recent accomplishments to explore new opportunities in the housing sector.

## CANDIDATE HIGHLIGHTS

- Licensed Paralegal with the Law Society of Ontario.
- Sound knowledge of the *Residential Tenancies Act*, and the *Ontario Human Rights Code*.
- A solid foundation in Administrative Law principles and working with administrative bodies (including providing legal services with the Landlord & Tenant Board, Ontario Human Rights Tribunal)
- Analytical and interpretive skills demonstrated by revising and applying curriculum to diverse groups of learners in certificate, diploma, and degree programs.
- Attention to detail and respect for procedures demonstrated by revising course content to meet evolving program outcomes, diverse learners while adhering to Ministry requirements.
- Problem solving and conflict resolution skills applied to in-progress student assessments and final evaluations, and vis a vis violations of *Academic Integrity policy* and *Code of Conduct*.
- Flexibility and adaptability demonstrated during times of flux: COVID, program restructuring, staff turnover, and a province wide College strike.
- Communications skills, including tact and cultural sensitivity, demonstrated by successful relationships with divergent groups, including students, teaching colleagues, industry partners and senior management.

## PROFESSIONAL EXPERIENCE

### GEORGE BROWN, CENTENNIAL, & NIAGARA COLLEGE Contract Professor, *Hospitality* 2015 to Present

- Courses taught include *Human Resources & Employment Law, Leadership and Speaking with Confidence, Food, Career Skills, Beverage and Labour Cost Control, Hospitality Law, Introductory Accounting, Managerial Accounting, Hospitality Security and Risk Management*, and *Career Skills*. Also, I have taught *International Trade Agreements and Business Law, and Apparel Brand Licensing Agreements*.
- Delivered synchronous and asynchronous instruction to domestic and international students in the diploma and graduate certificate programs online and in person.
- With a focus on outcomes-based learning and job readiness, assessed student performance and proficiency.
- Responsible to ensure learning outcomes on compliance and prevention are achieved. Mentored colleagues on course curriculum.
- Curriculum Development and Course Program Outcomes Mapping.

### GROIA & COMPANY Part Time Collections Clerk 2016 to 2017

- Implemented and executed a billing collections system to maximize the Professional Corporation's cash receipts.
- Contacted clients regarding overdue accounts; drafted reminder letters and maintained a system of outstanding accounts.
- Drafted legal documents with respect to collection actions and enforcement procedures such as Statement of Claims and Affidavits.

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## CORUS ENTERTAINMENT Senior Manager, *Home Entertainment and Digital Media*

2008- 2013

- Managed the *Canadian Home Entertainment* line of programming, focusing on the core brands of *Treehouse Presents*, *Teletoon Presents*, and *As Seen on YTV*.
- Developed partnerships with domestic and international licensees for *Home Entertainment* and *Digital* partners.
- Developed annual business plan, including budget and revenue development.
- Drove business operations by evaluating shows for DVD release based on commercial viability.
- Investigated, mediated and resolved staff and stakeholder conflicts, within the appropriate frameworks (e.g. collective agreements, ministry guidelines).
- Provided leadership for the *Home Entertainment* department, overseeing release schedules, retail distribution, cross promotions and all marketing for domestic and international releases.
- Recruited, trained and coached Licensing Assistants and Junior Contract Managers.
- Created and managed direct accounts for subscription accounts such as *iTunes*, *AmazonTV* and *Netflix*.
- Pitched new television shows and developed tradeshow strategy.
- Explored global digital opportunities for maximizing exploitation of the *Home Entertainment* catalogue.
- Managed all key accounts in *Home Entertainment*, from independent licensing deals to output deals.

## CORUS ENTERTAINMENT Manager, *International Distribution & Merchandising*

2006 - 2008

- Negotiated international distribution and licensing agreements for a variety of Canadian television productions.
- Managed renewals and terminations with licensees and managed relationships with international licensees.
- Conducted trademark searches and resolved disputes of trademark use for various divisions of *Corus Entertainment*.
- In collaboration with the *Rights Group*, researched content availability and strategy for *New Media* initiatives.
- Researched viability of new international distribution potentialities.

## CORUS ENTERTAINMENT Manager, *Production Documentation*

2003 - 2006

- Oversaw administration of production documentation (i.e. contracts, applications, affidavits, licenses) in accordance with company policies, legal requirements, collective agreements, and industry regulations.
- Negotiated and prepared production agreements with agents, talent, union guilds and third parties.
- Offered solutions and drafted new language to adhere to industry standards and broadcast delivery requirements.
- Conducted intellectual property searches and liaised with legal team and trademark agents to secure program titles.
- Coordinated with Finance Department, verifying documentation to acquire financing and fulfill funding agency requirements including *Telefilm*, *Canadian Television Fund* and *CAVCO*.

## ALLIANCE ATLANTIS Director, *Clearances*

2000 - 2003

- Collaborated with producers to ensure clearance on music, film clips, characters, artwork, and logos were obtained and licensed properly for use in TV and film.
- Worked with composers, music supervisors and others on productions, sourcing and licensing required music.
- Worked with legal counsel on script clearance for dramatic productions.
- Negotiated and administered music licenses, cue sheets and publishing for AAC music catalogue.

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## ICE COMMUNICATIONS & ENTERTAINMENT Manager, *Business Affairs*

1995-2000

- Negotiated contracts for New Media, Corporate Videos and Live Events, including *ICE* trademarks for commercial titles, as well as third party production rights, including performance releases, and licensing for software, talent, music, stock footage and photography.
- Advised staff on intellectual property issues for commercial and corporate CD-ROMs, websites, videos and live events.
- Collaborated with team to produce and launch multi-million dollar conferences of various durations for clients such as *Sears*, *Nortel* and *The Bay*, and managed the talent budget for all events.
- Developed and maintained reporting systems for all rights obtained for productions, including SOCAN for various productions including *Events that Changed the World* and *Junior Nature Guides*.

## Other Relevant Experience: TVONTARIO

### EDUCATION AND PROFESSIONAL DEVELOPMENT

- **Foundations of Teaching and Learning, Learner Centered Teaching, Assessment & Evaluation Learning**, Centennial College, Teaching & Learning in Higher Education Certificate Program  
2016-Present
- **Paralegal Diploma**, Canadian Business College  
2015  
Completed all coursework and exams for licensing at the *Law Society of Ontario*.
- **Intensive Negotiation Certificate**, Canadian Business College  
2014
- **Professional Management Certificate**, University of Ontario Institute of Technology  
2014
- **Understanding Trademarks**, McGill University  
2009
- **Business Law, Issues in Computer Law, Dispute Resolution and Negotiating Techniques, Principles of Marketing**, Ryerson Polytechnic University  
2000-2014

Various dates

**Bachelor of Arts**, Concordia University, Political Science Major