

Candace Newton

Management/Lead Consultant- Health Care, Adult Ed, Media- Catalyze positive changes to benefit people and organizations.

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Summary

My name is Candace Newton and I empower people and companies to achieve more! I am a Management Consultant with 20+ years of expertise that spans Health Care, Adult Education and Media Production and Operational Savvy. I have a track record of success in revamping and streamlining systems and processes across operational, administrative, fiscal and HR functions. I have a strong belief that companies that take their customer concerns seriously, are exceedingly successful. Having managed programs worth up to \$10M, I align resources and build consensus among stakeholders to maximize efficiencies at all organizational levels. Some of my proudest career achievements to date include: # Putting in place optimized administrative systems and securing salary savings for The Jim Pattison Primary Care Clinic in support of a \$237M joint initiative between the Government of British Columbia and Fraser Health Authority. # Rescuing a well recognized College, Nursing Unit Clerk Program, from falling through by developing the curriculum, hiring and inducting a team of qualified instructors, and negotiating affiliation agreements over the course of just 3 weeks. # Increasing a local production company's revenues by \$3+M through conceiving and co-developing a celebrity biography TV show, and making it syndicated internationally. # Preventing company-wide employee revolt by winning the trust of the conflicting sides and negotiating mutually agreeable terms that did not put additional strain on the budget. I excel at connecting organizations and individuals to lucrative growth opportunities, and look forward to contributing my expertise to new challenging projects!

Experience

Administrative Lead -Head Secretary at Surrey School District

September 2011 - Present (3 years 8 months)

As an experienced Educator and Administrator, I direct and guide all clerical personnel in supporting 535 students and 50 staff (including 29 teachers), as well as the school infrastructure. I also control the budget, including accounts receivable and payable. To ensure that district funds are distributed prudently within the local budget, I create smart solutions for re-payment, personally oversee and order large volume equipment and supplies purchases, and provide comprehensive quarterly reporting. # I have boosted staff productivity on both individual and team levels by leading and executing a Professional Development Day for district employees within the union contract environment.

Independent Consultant at Unlocking Secrets For Women Resources Inc.

January 2004 - Present (11 years 4 months)

Management specialist hired to completely assess numerous projects including media/television production/adult education, curriculum design and small to medium business operations. One aspect of my success was to redesign the curriculum for the Nursing Unit Clerk and Medial Office Assistant Program. I wrote the entire proposal and plan using substantial research in anticipation of restarting the new fiscal school year. Successfully met deadlines on time and on budget. Program was given an unusual 5 year accreditation for a private college from the PCTIA.

Independant Management Consultant at Kristin Andress Consulting LLC

January 2009 - 2014 (5 years)

While working from Canada, I was hired to coordinate services for high profile celebrity and business clients, assisting them in achieving expert results in media, operations and strategic relationship building to benefit their organizational and financial goals. This involved strategic media/celebrity connections, speaking engagements within Canada and the US, television appearances and strategic corporate alliances resulting in significant financial reward on the clients behalf. Since 2009, through my efforts, have contributed to over half a million dollars in revenue earnings to US business's and individual employee citizens as a result of my efforts in media and business operations and networking.

Independant Media Consultant at Lift Up America/Ambassadors of Compassion/Servant Entertainment

January 2009 - 2014 (5 years)

While working from Canada, I was hired to assist in creating and establishing celebrity and business leader introductions leading to speaking engagements on behalf of Lift Up America and Ambassadors of Compassion and Servant Entertainment both in Canada and the US. This included the establishment of relationships with local and provincial governments, school districts, and highly recognizable business's and individuals. Further I oversaw the relationships as they were being built and facilitated further relational growth. I assisted in the establishment of important operational and strategic relationships resulting in significant media profile towards the organization and the introduction of high profile celebrities that are now a supporting partner of the organization to this day.

Independant Media Consultant at Unlocking Secrets for Women Resources Inc./Utopia Residences

January 2009 - 2014 (5 years)

While working from Canada, I facilitated business leads and introductions on behalf of Utopia Residences in Beverly Hills by providing strategic introductions to strategic media/publicity and business contacts resulting in high tend awareness on behalf of the 1.1 Billion dollar project due to launch in 2018. I further created promotional media material for current use, with the hiring of US media partners while in Canada to further the content for use.

Operations and HR Support Lead at Western Pacific Paper Ltd.

2013 - 2013 (less than a year)

My main responsibility in this role was to help the company holistically grow its operations and ensure that all systems and staff could support the increased volume of business. # After conferring with the company executives, I've conceived a strategic development plan and re-engineered existing processes, thus, strengthening company infrastructure across sales, order processing, customer service, receiving, shipping, purchasing, and warehouse management. I recruited and hired and on boarded new company employees and created and wrote new employment contracts that were given the approval by company lawyers without changes to same. # By mediating the conflict between the company management and its 13 employees, I have prevented a revolt caused by problems with mismanagement, non-compliance with Human Rights and WCB (Workers Compensation Board), and unreasonably low salaries. I was able to negotiate and enforce mutually agreeable working conditions and salaries without overspending the company budget, and created a more productive and supportive environment for all.

Independent Contractor and Team Lead for Jim Pattison Primary Care Medical Clinic Project at Fraser Health and Unlocking Secrets for Women Resources Inc.

2010 - 2011 (1 year)

In this role I drew on my extensive expertise in Health Care Administration to propel the establishment of a brand new Primary Care Medical Office Department – a medical clinic with 100 examining rooms, which was a part of a \$237M partnership initiative between the Government of British Columbia and Fraser Health Authority. I drove specific administrative aspects of the process, and unfailingly delivered on set project milestones on time and on budget. In particular: # In anticipation of the occupation of the new building, I've strategized to maximize operating efficiency of the examining rooms and office space. # I've created a new mechanism for non-MSP billing in compliance with the BC Medical Association Fee Code Guidelines for both physicians and nurse practitioners. # I've optimized budget allocation, put in place transparent policies and procedures, and developed an innovative appointment booking module to streamline clinical workflow. # After conducting a cost-benefit analysis for the roles of office manager and transcriptionist, I have found a way to consolidate associated duties into one job, slashing the salary budget. # By smoothly transitioning pre-existing jobs within a unionized environment and responding to questions and concerns with clarity and promptness, I've added new skills to existing roles without violating contract terms or alienating employees.

9 recommendations available upon request

Adult Education Instructor at Burnaby School District - SD41

2001 - 2010 (9 years)

I taught the Clinical Component of the Medical Office Assistant Program, including vital signs, visual acuity, glucometer use, urine and pregnancy test administration, appointment booking, surgery support, charting and filing, sterilization techniques, lab and diagnostic test requisition, and results retrieval. I also trained students in the use of Medical Office Billing software.

Medical Office Assistant and Nursing Unit Clerk at Fraser Health Authority

1994 - 2010 (16 years)

Perform the duties and functions of a Medical Office Assistant and Nursing Unit Clerk in general medicine, general surgery, cardiac care and surgery, operating rooms, and emergency trauma units. Preceptor and or train new hires and practicum students in my fields.

Independent Contractor-Co-Executive Producer and Publicist for National and International TV Series at TMG Inc- Unlocking Secrets for Women Resources Inc.

2008 - November 2009 (1 year)

As a Producer, I leveraged my networking talents to invite and coordinate high-profile guests for 3 national TV talk shows and 3 TV specials filmed in Canada and the United States. I've also established and maintained productive ties with North American television networks and studios, sponsors, and advertisers. Working to "under the gun" timelines, I consistently met budget expectations. # I have conceptualized, developed and launched a celebrity biography segment that became a TV show called Unscripted. Despite having no connections in the industry, I have engaged the help of an A-list publicist, a 2-time Emmy award winning producer, and a number of celebrity managers. Through networking, I've put together a production team of 17, and established a shooting site in Beverly Hills. Together with the crew, I've produced 180 half hour episodes that took the production company from local no nationally syndicated and internationally recognized level, boosting its revenues by \$3+M. # I have over 350 hours of television experience and have sourced and booked and provided research for over 900 guests in under 1 year for 3 national TV shows and 3 national highly rated TV specials. I created all schedules for all programs including provided all background research for guests. # Over the period of only 35 days, I've created and delivered 25 television ready 30-minute talk shows on a shoestring budget. I found a no charge production venue, hired the crew, negotiated free makeup, hair and clothes for hosts, bartered ad time for hotel accommodations, cold called and booked celebrities, businessmen and politicians at very short notice, and directed all other aspects of the talk show development, including editing.

1 recommendation available upon request

Independent Publicity and Media Consultant for Medical Doctor/Author at Unlocking Secrets for Women Resources Inc.

January 2008 - 2009 (1 year)

Created, planned and executed media relationships in radio, speaking engagements and internet interviews, both Canada and the US on behalf of a highly recognized and respected physician/author. Established extensive recognition with substantial women's organizations to add further awareness in her double blind research evidence on behalf of women's medical issues in certain fields. Met and negotiated with publishers, and established speaking engagements and pitched radio interviews opportunities to program director- resulting in a substantial interview with XM Satellite Radio around the US.

Nursing Unit Clerk Program Coordinator-Adult Education Instructor at Surrey School District

2002 - 2008 (6 years)

In this role I managed the Nursing Unit Clerk Program end-to-end. In particular, I developed the budget for a program serving 18 students (5 instructors). I also authored the entire 10-month curriculum, drove instructor

hiring and training, taught select courses, and supervised student clinical placements across 7 different hospital sites. # When a new diploma based program with 18 registered prepaid students was on the verge of failing as there was no curriculum, qualified instructors, or practicum agreements 3 weeks before the start date, I stepped in to rescue the project. I personally researched and wrote the curriculum, found, hired and inducted adult educators, and negotiated affiliation agreements with health authorities. As a result, I have put in place a fully operational program complete with a dedicated professional team – all in line with time and budget constraints. The program is taught to this day.

Adult Education Instructor- Curriculum Writer at Vancouver Community College

2005 - 2007 (2 years)

At VCC I taught Human Relations, Medical Terminology, Medical Billing and Nursing Unit Clerk Programs to 150 students per year. In order to maximize program benefits for the students, I networked to forge partnerships with prominent health care organizations, securing additional educational opportunities, and enhancing classroom activities with hospital tours and lectures from notable speakers and physicians. In addition, I directed student clinical practicum placements. #I was brought in during two different terms, to mediate a highly emotionally charged situation caused by direct leadership concerns. After discussing the issue with both parties involved, and winning their mandate to dissolve the tension, and resolved the immediate crisis in under 3 days without loss of any students. I developed a learning plan that was well received by both the students and facility. As a result, the students have successfully graduated from the program, with 80% of them employed straight out of college. # I have rescued a new program proposal by writing the entire curriculum in under two weeks – it time to be presented and approved by the curriculum committee. The curriculum was implemented and is part of the program to this day.

Publications

Medical Language Terminology in Context- By Melodie Hull

F.A Davis- 2013

Authors: Candace Newton, Melodie Hull

I had the privilege of being asked by Professor Melodie Hull to be a reviewer from a Nursing Unit Clerk perspective on this most excellent terminology and textbook. Credits in Textbook.

Head Clerical Staff Handbook- Port Kells Elementary

2013

Authors: Candace Newton

Elementary School Procedures for Head Secretary -Hand Book

Professional Procedures Manual for Admitting Employees - Jim Pattison Outpatient and Surgical Centre

JPOSC 2012

Authors: Candace Newton

Wrote admitting procedures manual and employee orientation manual for brand new 237 million dollar project.

Are Dr's Rich?- Guide to Understanding Medical Billing in British Columbia

Unlocking Secrets for Women Resources Inc. 2007

Authors: Candace Newton

Complete guide to understanding physicians sole proprietorship for fiscal responsibility - Medical Office Assistants- British Columbia

Understanding Staff Scheduling for Health Care Facilities

VCC 2007

Authors: Candace Newton

Health care staff schedulers need to have a clear understanding of multidisciplinary occupational roles, responsibilities and employment criteria for staff deployment and assignment within a health care facility. In order to maximize fiscal responsibility this hand book prepares staff scheduling clerks to understand the "bigger picture" allowing efficient and correct placement of professional staff to ensure patient safety and health care administrative and fiscal efficiency.

Nursing Unit Clerk Program for Canadian Health Care- British Columbia

Unlocking Secrets for Women Resources Inc. 2002

Authors: Candace Newton

Complete Nursing Unit Clerk Text and Curriculum Program for Canadian Health Care Facilities

Nursing Unit Clerk for BC

Written by: Unlocking Secrets for Women Resources Inc- Property of Surrey College January 2002

Authors: Candace Newton

Nursing Unit Clerk Program written for BC Students under the Publisher of Guildford Adult Education. Property of Surrey School District to date.

Education

British Columbia Institute of Technology / BCIT

Diploma, Human Resources Management, 2012 - 2017

Career Academy- Looking Glass Foundation

Certified Associate in Project Management, Project Management, 2014 - 2015

Learning Academy- London England

Diploma, TESL, 2014

Activities and Societies: Teaching English to Second Language Learners

Douglas College

Certificate -Retraining Talented Immigrant Employees, 2013 - 2013

Douglas College

Certificate-Mastering the Job Interview Process, 2013 - 2013

Douglas College

Certificate-Coaching for Maximum Performance, 2013 - 2013

SBOT/Workshop

Bullying and Harrassment New Policies, 2013 - 2013

Vancouver Community College

Diploma- Provincial Adult Instructor, Adult Education, 2006 - 2008

Vancouver Community College

Provincial Instructors Diploma in Adult Education, Certificate- Train the Trainer -Adult Education, 2007 - 2007

SD #41 Burnaby BC

Certificate -Workshop to Understand Brain Function in Adult Education, 2006 - 2006

Vancouver Community College

Certificate- Workshop in Diversity Training, 2006 - 2006

Vancouver Community College

Workshop to Enhance Adult Education, 2004 - 2004

Kwantlen University College

Diploma-Nursing Unit Clerk Program, Hospital and Health Care Facilities, 1995 - 1996

Sd 36 Adult Education

Medical Office Assistant, 1994 - 1994

Courses

Independent Coursework

BCIT

HRMG 3105

Projects

Unscripted Beverly Hills 180 Celebrity Interviews

October 2008 to October 2009

Members:Candace Newton, Neisha Cohen

Unscripted is a series of Celebrity Biographies filmed at The Beverly Wiltshire Hotel and The Montage Hotel, Beverly Hills.

A Chocolate Comedy

January 2005 to February 2005

Members:Candace Newton, Dane McKendrich, Stephanie Morgan Black, Karen Flavelle

Funny "mockumentary" follows the story of a middle aged chocolate addict in denial. Join Host and Creator of Unlocking Secrets for Women, Candace Newton as she manages to break into a Chocolate Factory for "research purposes". www.unlockingsecrets.com

The Berkana Institute

February 2009 to February 2009

Members:Candace Newton, Margaret Wheatley, Greg Meeres

For twenty years, The Berkana Institute has worked in friendship and partnership with people around the world who are discovering that there is no power for change greater than a community discovering what it cares about. After these many years of constant work we have discerned that the time has come for the Institute to rest. We have decided to "bed down" Berkana for a period of stillness and quiet, Winter in the cycle of life. During this time, we're gathering our energy, preserving our valuable capacities, and listening

in for Spring. When Spring comes, in ways we can't yet know, we will be back in the world, doing the work that feels right for us to be doing.

Skills & Expertise

Management Consulting
Operational Management
Curriculum Development
Universal Health Care
Change Management
Corporate Training
Curriculum Design
Adult Education
Cost Control
Public Speaking
Leadership
Television
Producing
Operational Streamlining
Team Leadership
New Media
Business Intelligence
Storytelling
Radio
Broadcast Television
Social Media
Editing
Video
Creative Direction
Directing
Social Networking
Interviews
Editorial
Publicity
Media Production
Videography
Documentaries
Books
Feature Films
Video Editing
Voice Over
Content Strategy
Strategy
Media Relations
Reality
Commercials

Creative Writing
Post Production
Media
Management
Blogging

Volunteer Experience

Founding Council at Women Speakers Association

2012 - Present (3 years)

Board Member- Advisory Council at Women's Leadership Advisory Circle-Vancouver Board of Trade

2009 - Present (6 years)

<http://www.boardoftrade.com/programs/wlc.aspx>

Board Member at Surrey Board of Trade

2013 - Present (2 years)

Board Member at Vancouver Board of Trade

2010 - Present (5 years)

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10 people have recommended Candace

"Want something done? Ask Candace. Don't know how to get something done? Ask Candace. Hitting barriers? Ask Candace. Throughout my 8 year connection with Candace, I have observed her to be one of the most competent 'go to' people I have ever seen. With warmth and genuine compassion that seems kind of absent in business today, Candace stands head and shoulders above many other 'can do' people in business. Her ability to understand big picture issues and distill them into easy-to-understand stories proved extremely valuable in her production role with "The Daily" television show. Probably her greatest strength is her intuitive ability to connect people together to catalyze powerful outcomes, of which I was the recipient many times. Candace is compelling, inspiring and about as loyal as they come. It has been my pleasure to work with her."

— **Christina Sestan**, *Owner, citrus coaching solutions*, was with another company when working with Candace at LivingNew Productions A Division of Unlocking Secrets for Women Resources Inc.

"Candace is so full of energy and a real connector. She knows how to get things done. Candace makes it very easy for people to talk to her and she gets them to open up and share very quickly."

— **Kristan Ash**, was Candace's client

"Meeting Candace has been an amazing experience. She has shared her time and expertise in support of my company Bell Alliance Transitions AND she has been proactive in finding ways to support the Living Through Loss Counselling Society. I cannot even begin to describe the energy, generosity and enthusiasm that Candace has brought to the table. She didn't ask for anything when we first met - only asked how she could be of help and she acted on it. It's such a wonderful experience to meet someone who delivers what she offers - openly, honestly and with integrity!! I am thrilled to know Candace and look forward to collaborating with her! Susan Moore President, Bell Alliance Transitions Bereavement & Life Management Support Inc."

— **Susan Moore, CVA**, *President, Bell Alliance Transitions - Bereavement and Life Management Support Inc.*, was with another company when working with Candace at LivingNew Productions A Division of Unlocking Secrets for Women Resources Inc.

"I was delighted to be called by Candace to pitch in at the last minute as a PA for a series of celebrity interviews being shot in Los Angeles. Not having met Candace before, I found her warm, friendly, focused and very well organized. Her direction was clear, concise and well-considered. It was obvious she was an experienced producer, who's learned to juggle tasks and people with great aplomb. It was a pleasure to work for Candace!"

— **Ann Cavanaugh**, *Principal/Owner, Ann Cavanaugh Communications*, reported to Candace at LivingNew Productions A Division of Unlocking Secrets for Women Resources Inc.

"I have known Ms. Newton professionally for over four years. Our professional relationship began when she contacted me to have my client, Best Selling author and fitness expert Michael Thurmond be featured on her television pilot. The program would focus and reveal how a mother and daughter would go through Mr. Thurmond's 6 week Body Makeover plan at his spa in Santa Monica, California. As a former network television producer (for David Letterman, Roseanne Barr, Jay Leno), I was impressed how Ms. Newton contacted me without any introduction or personal contact. Ms. Newton did her own extensive research on my client Michael Thurmond and was quite knowledgeable about nutrition, weight training, and fitness. She had spent time educating herself about weight loss and my client found her to be more knowledgeable than most fitness trainers. She had the keen ability and resourcefulness to find out how to reach me. She is technically savvy, can use any computer, iPad, Blackberry, phone application. She is highly organized detail orientated and can manage and supervise a small staff from 2 to 5,000. Ms. Newton can do any administrative assignment with panache as well as oversee an entire department effectively, getting everyone on board with a tough assignment that can be finished on time and under budget. I am amazed at Ms. Newton's ability to communicate with anyone, no matter if it's the CEO of a Fortune 500 corporation to an Academy Award Winning Actor to a homeless person. Ms. Newton treats every person with dignity and respect, no matter what station they are in life. Ms. Newton became a co-producer on several television programs that air on the Vision network in Canada. It was at these ventures that I saw how highly skilled Ms. Newton is. We worked closely with obtaining well known celebrities, motion picture actors, authors, humanitarians to be guests on a half hour biography television program, "Unscripted", "The Daily Weekend Edition" and "The Daily". I was impressed with how Ms. Newton handled every guest with diplomacy. On her own she was able to get many well known Canadian products to be given gratis in Gift Baskets that Ms. Newton designed and created to each guest on the television programs. I have the highest regards for Ms. Newton and would recommend her without hesitation. She is an outstanding, enthusiastic, skilled, person with the utmost integrity. No task is too big or too small."

— **Neisha Cohen**, *CEO, Prime Time Media*, was a consultant or contractor to Candace at LivingNew Productions A Division of Unlocking Secrets for Women Resources Inc.

"I have been involved in several events and conferences with Candace. She was a phenomenal speaker and MC with an ability to improvise, make the room laugh hysterically and reach our hearts. She is a strong motivational force for any group. We love having her around!"

— **Susan Jarema**, *President, New Earth Marketing*, worked directly with Candace at LivingNew Productions A Division of Unlocking Secrets for Women Resources Inc.

"Candace is a dynamic, passionate, caring, powerful woman with an over the top sense of humour."

— **Laura Mack**, *Associate Consultant, Odyssey Leadership Centre*, worked directly with Candace at LivingNew Productions A Division of Unlocking Secrets for Women Resources Inc.

""There are those rare people in life who always add value to any endeavor or conversation. Candace is one of those people. Not only is Candace immensely creative, she is also passionate about her projects and brings the best of her experience and talents to each TV concept. She is generous with sharing her contacts in order to help everyone succeed. She can be counted on for honesty, integrity and a wonderful sense of perspective and humor no matter the challenges that arise. In a world where it is easy to say one thing and do another, Candace is true to her word and her follow through is exemplary.""

— **Erin Martin**, *Producer, Lunaria Films*, was with another company when working with Candace at LivingNew Productions A Division of Unlocking Secrets for Women Resources Inc.

"Candace has an incredibly broad-based background in health care and human relations. Couple with her outgoing, cheerful personality, she is an absolute asset to leading, designing and producing projects in multiple media. Candace is always accountable, always professional, excellent with deadlines, and always people-focused."

— **Melodie Hull**, *Nurse Educator & Consultant, Clayton International Consulting*, worked with Candace at LivingNew Productions A Division of Unlocking Secrets for Women Resources Inc.

"I've known Candace for about 3 years. After hearing her speak we connected and she introduced my Diva Diamondz to Hollywood. They have been placed in the hands of many celebrities. As a speaker, Candace is engaging and funny. Candace also has fantastic connections and is a great resource. Thanks Candace!"

— **Wendy Ratel**, *CEO, Fresh-N Home Products*, was with another company when working with Candace at TMG INC

[Contact Candace on LinkedIn](#)