

## Skills

### Media & Publicity

- Interviewed public figures for profiles and articles
- Wrote news releases
- Designed and wrote copy for media kits
- Researched and created media lists for local television stations and magazines
- Assisted with planning for the Print Futures: Professional Writing portfolio show
- Manned the *Event Magazine* table at Word on the Street 2007
- Created strategic communications plans

### Writing & Editing

- Copyedited and proofread stories and reviews for *Event Magazine*
- Proofread projects for associates
- Researched and co-wrote a member satisfaction report for the Emergency Social Services Association
- Wrote and designed a user manual for Sentias Software Corp.
- Wrote articles for *The Other Press*

### Design & Production

- Copyedited “Boglin Gets Lost,” published by the Burns Bog Conservation Society
- Designed newsletters and brochures
- Designed and wrote copy for ads
- Designed invitations for events

### Information Technology

- Designed and implemented the website for Bonanza Creek Gallery
- Designed and implemented my personal portfolio website
- Maintained website content for online hobby groups
- Redesigned the website for the Maple Leaf Singers (redesign not yet live)
- Processed information using several content management systems
- Researched online sales options for *Event Magazine*

### Administration

- Evaluated manuscripts for *Event Magazine*’s Creative Non-Fiction Contest
- Trained, motivated and supervised a staff of four or more
- Coordinated store sales targets, deadlines and individual sales goals
- Collaborated with store manager and district manager
- Maintained an office, including invoicing, filing, directing phone calls and organizing internal communications

### Software

- Adobe Creative Suite: InDesign, Photoshop, Illustrator, Dreamweaver
- Microsoft Office: Word, Excel

## Education

### Post-Secondary

- Print Futures: Professional Writing diploma program                      2006 – 2008  
Douglas College, New Westminster
- First-Year General Studies    2003  
Douglas College, Coquitlam

### Secondary

- Graduated with Honours 2000  
Terry Fox Secondary, Port Coquitlam

## **Work Experience**

Event Magazine 2007

- Editorial Assistant  
Copy-editing, proofreading, manuscript evaluation,  
research and data entry

Personally Yours 2004 – 2006

- Full-time Key Support (2005 - 2006)  
Administration, customer service and retail sales
- Part-time Sales Support (2004 - 2005)  
Customer service and retail sales

CDS Warehouse Ltd. 1999 – 2004

- Part-time Receptionist and Data Entry Technician

## **Hobbies**

Web design, graphic design, personal photography, weight lifting, hiking

## **References**

References are available on request.