

Profile:

I am organized, detail oriented and creative. I have interests in social media, media production, editorial, and design. I am looking for an entry level position where I can be challenged, apply my skill set and grow.

Education:

PACE University- **Masters of Science in Publishing**- Graduated with distinction 2008

Acadia University- **Bachelor of Arts** - English Major, Philosophy Minor 2006

CTI (Computer Training Institute)-**Honours Diploma**- Multimedia and Graphic Design 2002

Educational course highlights: Software instruction (Adobe Creative Suite, Microsoft Office), creating a magazine from start to finish (business plan and creative), content management systems, media production, finance, professional editing, writing, literature and marketing.

Graduate Level Thesis: *Riding the Long Tail Top Down: How The Long Tail will change the way we publish books*

Computer Skills (PC and Mac):

- | | | |
|------------------------|-----------------|-----------------------|
| • Adobe Creative Suite | • Quark Express | • Macromedia Director |
| • Microsoft Office | • iMovie | • Multimedia Fusion |
| • HTML/Dreamweaver | • Audacity | • Wordpress/CMS |

Work Experience (Temporary Assignments):

Producer/Project Manager (via personal contract) at Optio Publishing

I had time, quality and budgetary responsibility, managed production of videos and web projects.

Office Assistant (via Supertemp) in the Post Graduate Medical Education Dept. – Dalhousie Interim Admissions Secretary (via Supertemp)- School of Nursing- Dalhousie

I completed clerical tasks, technical support, updated the website, and data entry.

EMC (via Supertemp) Vacation Replacement for Assistant to Mike McKeage, Director Q&L

I attended to various duties, filed reports, took meeting minutes and

Proofreader (via personal contract) at Canpages

I proofread for errors at multiple stages of production, having signing authority on completion of pages at final stages and preventing revenue loss by checking for revenue specific errors.

Communications Assistant (via Randstad) at Canada Green Building Council (CaGBC)

I created and formatted Microsoft Office documents, created/edited InDesign documents, and planned a product launch event in 3 cities.

Copy and Print Centre Associate at Staples Business Depot

I was a full time associate in the copy centre where I processed customer orders, operated various printing and binding equipment and managed day to day operations of department.

Full Time Work Experience:

Digital Media Intern- Canada Wide Media, Burnaby, BC *Summer 2008*

- uploaded print content for online viewing using CMS/ HTML
- tagged content for SEO purposes
- prepared original web only content (special pages, podcasts, slideshows and movies)
- processed online statistics
- media editing (photos, audio and video) using Adobe Creative Suite

Editorial Intern- Tor/Forge Books New York, NY *Winter 2007*

- assigned to Eric Raab as editorial intern
- completed editing and copy editing, wrote copy, worked on various publications including *2012* and the *People of the Land*
- studied series business plan for Conan
- analyzed profit and loss sheets and contract files for various publications
- performed various other duties in the editorial, marketing, and production departments

Communications Officer- Community Links Association (non profit), Halifax, NS *2005, 2006, 2007*

- created and produced a monthly e-bulletin, assisted with annual reports
- designed a variety of presentations and displays
- public relations at 50+ Expo 2006, 2007 and with member organizations
- assisted with general meeting and AGM event planning
- assisted office admin, board of directors
- maintained contact database and updated website content
- coordinated layout, copy-editing and pre-production work for:
Preventing Falls Together: A Population Health Tool Kit (second edition)

Yearbook Editor and Handbook Editor- Acadia University Wolfville, Nova Scotia *2004/2005*

- led student staff in the planning and production of a 270 page student yearbook and a 125 page student handbook
- coordinated layout, ad design, photo manipulation, editing and production pre-press
- contributed to the photography, content and layout
- maintained relationship with publishing firm representatives to ensure deadlines, quality control, and distribution targets

Other work experience *various*

- completed graphic design and web design projects (Lucas Technology and Analytics)
- data entry, analysis and reporting (Community Links, Michelin Canada, HB Studios)
- video game testing (HB Studios)

Scholarships/Leadership/Awards/Volunteering/Designations:

- Millennium Scholarship 2005, 2006
- Delotte Scholarship (via Pace)- 06- 08
- Acadia Students' Union Bursary 2005
- Acadia Student Ambassador- 2002-05

Social Media Participation:

- Facebook
- Digg
- Twitter: via @careerealism
- Linked In:
<http://www.linkedin.com/in/amymlogan>
- Twitter: <http://twitter.com/auroranine>

Interests/Hobbies:

- Art: origami, calligraphy, scrapbooking
- Geocaching (<http://www.geocaching.com>)
- Science Fiction: books, TV, movies
- Video gaming: Wii, Xbox 360

References: (additional references upon request)

"Amy took on a tough job at a busy time and did very well. She is very kind, careful and attentive to her clients."

-Michael McKeage, Director of Clinical Development and Disaster Planning, EMC

"Amy has a wonderful professional style that shows a level of maturity above her years. She was a strong contributor to our internship program. What I value most about Amy is how she manages expectations. Many other young professionals aren't as honest and accountable for their work - she understand the importance of being sincere and following through on her actions. I'd strongly suggest Amy for any role that involves attention to detail, communicating well with others, and consistency in deliverables. She is very talented! "

-- Jeanine Tanner "JT" O'Donnell, Founder, CAREEREALISM.com (via [LinkedIn](#))

"[Amy is] fast, reliable and [delivers] top quality work. Highly recommended!"

- Paying Client ([via Elance](#))

"Amy is an enthusiastic and capable person who I believe will always bring fresh ideas and creative perspectives to any position. Her education in publishing has served her well; she arrived in our offices as an intern in the Digital Media division of Canada Wide Media with a broad knowledge of the publishing cycle, and consistently expressed curiosity and a willingness to learn all she could about the daily practices within the business. I along with my team appreciated Amy's energy and determination in all of the tasks she took on."

- Shannon Emmerson, Director of Digital Media, Canada Wide Media Ltd. (via [LinkedIn](#))

"Ms.Logan approaches book publishing with both a voracious reading appetite and a solid business sense. She shows a great ability to learn through the daily grind in publishing, as well as real promise in some of the more creative aspects. All in all she has a firm grasp on what it takes from every department to see a book go from manuscript to finished copies."

- Eric Raab, Editor, Tor-Forge Books

"Amy is one of the most dynamic people that I ever worked with. No task was ever too big or too small. Whatever it was, it always got done and it got done well. Add to this fact Amy's natural leadership abilities and willingness to take initiative, and you have an invaluable co-worker. Anyone would be lucky to have Amy on his or her team."

-- Jeff Maher, Lead Instructor, iD Tech Camps (via [LinkedIn](#))

"Amy did an excellent job as Yearbook Editor. She oversaw the creation of a wonderful yearbook with an excellent layout that really illustrated the excellence and diversity of the students at Acadia University. She went beyond the typical partying and drinking photos that fill the majority of many yearbooks, making sure to include clear and descriptive sections on the various departments and the extracurricular societies. I am particularly fond of the Science - Math/Stats/Physics section, and am glad to have this yearbook to commemorate the final year of my first degree."

- Gus Webb, Student, Acadia University (via [LinkedIn](#))