

Work Experience:

Proofreader - Canpages

- Had signing authority on final pages
- Prevented revenue loss by checking errors at multiple stages of production

Copy and Print Centre Associate - Staples Business Depot

- Delivered top notch customer service & design consultation
- Operated printing and binding equipment

Digital Media Intern- Canada Wide Media

- Edited media (photos, text, audio and video) using Adobe Creative Suite
- Uploaded print content for online viewing using CMS/ HTML
- Created slideshows, and podcasts (amything.net-- worksamples for details)
- Analyzed web statistics and improved site traffic with SEO

Editorial Intern- Tor/Forge Books

- Completed copy editing and wrote marketing copy
- Saw books including 2012 & The People of the Land through editorial process
- Analyzed profit & loss sheets as well as contract files for various publications

Communications Officer- Community Links Association

- Created and produced a monthly e-bulletin
- Assisted with annual report production
- Designed layout, coordinated copy-editing and pre-production work for:
Preventing Falls Together: A Population Health Tool Kit (2nd edition)

Yearbook Editor and Handbook Editor- Acadia University

- Led staff in planning & production of 270 pg yearbook & 125 pg handbook
- Designed layout, coordinated ads, photo editing, copy editing & pre-press
- Liaised with publisher to ensure deadlines, quality control, & distribution

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)- Diploma- Multimedia and Graphic Design		2002

Computer Skills (PC and Mac):

- Adobe Creative Suite
- Microsoft Office
- HTML/Dreamweaver
- Quark Express
- iMovie
- Audacity
- Macromedia Director
- Multimedia Fusion
- Bookman

Interests/Hobbies:

- Geocaching
- Science Fiction: books, TV, movies
- Video gaming: Wii, Xbox 360