

Employment

2000-Present

Fort Frances Times Ltd., Fort Frances, ON

- Division Manager, Electronic Publishing
- Currently leading a four-person web development team in publication of online edition of daily newspaper (<http://www.fortfrances.com/>)
- Design and maintain client base of 40+ business & government web sites
- Created and implemented divisional strategic development framework
- Responsible for all division in-house promotions, marketing plan and advertisement design
- Primary sales representative for division
- Administer and maintain colocated Linux/Apache web/mail server
- Winner of the 2000-2001 Ontario Community Newspaper Association award for Best Online Edition
- Nominated for the OCNA award for Best In-House Advertisement

1997-2000

iDesign Graphics, Emo, ON

- Ontario-registered sole proprietorship
- Specializing in electronic publishing and web site development

1993-1997

Dunn Communications Ltd., North Vancouver, BC

- Systems/production manager
- Responsible for design, layout and production on weekly and monthly full-colour print projects, with circulations of 90,000-150,000
- Supervised production department, working to firm deadlines
- Operated MacOS-based systems, running QuarkXpress, Adobe Illustrator, Macromedia Freehand, Adobe Photoshop, Filemaker Pro, Adobe GoLive, Adobe Pagemill and Adobe Pagemaker
- Senior operator of Agfa Accuset 1000 Imagesetter and RIP server
- Responsible for all workstation, hardware, network and software support
- In-house web development coordinator, responsible for several different client sites

Education

2000-2001

Open University, Burnaby, BC

- Studying towards a General BA focused in Business Administration

1995

Vancouver Film School, Vancouver, BC

- Advanced HTML publishing program

1991-1993

University of Victoria, Victoria, BC

- Studied towards a BFA degree in journalism

1985-1991

Sentinel Secondary School, West Vancouver, BC

- Graduated Honors Standing
- Scored Top Honors in Advanced Placement English Examination

Related Skills

- Over ten years of experience in QuarkXpress, eight years in Photoshop
- Extensive knowledge of desktop publishing and electronic publishing industries, including equipment, concepts and solutions
- Skilled in a wide range of web and prepress software packages
- Comfortable in Mac OS 9, Mac OS X and Windows environments
- Clear, concise and professional writing skills
- Strong creative design and layout experience
- Excellent interpersonal and communication skills
- Experience in supervisory position
- Ability to work on multiple tasks within deadline