

Dedicated, hard working, and reliable. Motivated, goal oriented and productive.
Works well within a team based atmosphere as well as working in a key leadership position.

- Highly capable of working within high-pressure situations, and deadlines
 - Ability to learn new skills and tasks quickly
- Proficiency in working with page layout, graphic design software
 - Skilled in both Mac and Windows environments

software skills

adobe indesign | adobe photoshop | adobe illustrator | dreamweaver | quarkxpress | kompozer

education history

British Columbia Institute of Technology

April 2010 - Current

Web Technologies - Associate Certificate

- Distance Learning course taken online
- Course focus on clean and proper code, as well as developing a proper base for CSS and XHTML programming with further focus on internet media and and proper design for a good user experience.
- Current average: 93.5%

Southern Alberta Institute of Technology

August 2003 - April 2005

Digital Graphics Communications - Diploma

- Learning focused on design for print applications, pre and post production
- Graduating GPA: 3.68
- Graduated with Honours
- Recipient of the Jason Lang Scholarship

employment history

View Publishing

August 2009 - current

Regional Production Coordinator

- Responsibilities include the coordination of production for both the Peachland View and Northeast News, ad design, page layout, colour correction and upholding the visual standards of both publications.
- Developed time management skills, and organizational skills through working remotely.

The Calgary Sun

August 2007 - August 2009

Production Supervisor

- Skill sets include: Ad building, digital file administration, commercial, classified and final output.
- Responsibilities include tracking ads for the daily newspaper along with other commercial projects to be completed throughout the day, supervising the night shift, working within deadlines, ensuring that all staff is working to their best potential, overseeing the final output of the newspaper and ensuring that it is the best possible final product we can put on the streets, keeping accurate counts of inventory, taking a leadership position within the department, as well as acting as a liaison between staff and supervisors as well as the main contact for

various commercial jobs throughout the night, making difficult decisions on-the-fly about ads, editorial space and production procedures, and all other previous responsibilities listed in the Production Artist position.

- Developed leadership skills, and more communication based skills through interactions with editorial, press, sales staff, and other supervisory and management figures.

May 2005 - August 2007

Production Artist

- Skill sets include: Ad building, digital file administration and commercial.
- Responsibilities included tracking and building ads for the weekly Calgary Homes Pull-out, building and designing ads for various companies throughout the Calgary region, pulling ads and files off of an FTP server, and preparing the files for print usage, putting together smaller regional newspapers with PDF files through indesign, tracking ads and calling sales reps for the weekend newspapers, as well as training new hires.

other activities

Okanagan Roller Derby

October 2009 - Current

Skater and active member of the Okanagan Peach Tarts

- Currently skates as "Blair Block" a Blocker for the Peach Tarts roller derby team. Has skated in 3 bouts as of July 2010, in Prince George, Armstrong and Abbotsford.
- Volunteered in, and participated in various derby fundraisers and local community events.
- Attends practice 3 times a week with the team, and spends at least 5 hours a week training on her own.

Scrapbooking and Card Design

December 2007 - Current

- Enjoys working with a tactile version of graphic design, creating layouts based on events and personal reflections.
- Created handmade cards for various occasions, and sold them online and at craft fairs.

references

Susan Elson	Office Manager - Peachland View	250.767.9362
Erin Lehtisaari	Graphic Designer - Calgary Sun	403.890.9782
Theresa Johnston	Production Supervisor - Calgary Sun	403.607.9559