



SUMMARY A professional writer with specialized skills in editing, design/layout, research, and technical writing.

SKILLS Writing - Technical, Copy, Policies/Procedures, Reports, Business Writing, Marketing Communication
Editing - Stylistic, Substantive & Copy
Print Design - Catalogues, Brochures, Newsletters, etc.

- ✓ Excellent written communication skills
- ✓ Superb analytical and organizational skills
- ✓ Ability to manage multiple tasks without compromise to quality or productivity
- ✓ Detail-oriented with demonstrated project management skills
- ✓ Motivated team player with excellent interpersonal skills
- ✓ Efficient and quick use of time to increase productivity and bottom-line profit
- ✓ Experience in planning, administration, and staff training
- ✓ Familiarity with German, French, and Czech
- ✓ Software Literacy: PC, MS Office, Word, WordPerfect, InDesign, Dreamweaver, PhotoShop

EDUCATION **Print Futures:** Professional Writing Diploma - Douglas College 2009

EXPERIENCE

2005—present

Self-employed Writer – Communications Consultant

- web copy, editing, sales writing, business writing, manual creation, marketing communication
Own business, *Be Clear Communications Consulting*

2008

Communications Liaison intern for Progressive Housing Society

-event planning, public relations, marketing communication writing & design, HR/orientation manual writing, financial procedure manual

1993—present

Copywriter/Designer/ - Amazing Discoveries Ministries

-designed marketing ads, product catalogues, DVD covers
-created promotional DVD - scriptwriting, footage, editing
-write copy, radio scripts, fundraising letters, articles
-editor quarterly newsletter, website, two published books
-video editing & live mixing

1993—present

Public Relations/Business Communications - Amazing Discoveries Ministries

-created & implemented policies & procedures, staff training, strategic planning, business writing

08/2006—09/2007

Marketing / Documentation Writer -Kobelt Manufacturing

-created procedure manual, wrote & designed educational/ marketing booklet