

Experience

Assistant Editor/Opinions Editor/Photographer 2007-Present

The Other Press

- wrote and edited articles for all sections
- fact-checked and researched articles
- kept the style sheet up-to-date
- wrote a weekly column for two years
- photographed campus events
- completed all assignments at or before deadline
- created new weekly features

Reporter 2007

Maple Ridge/Pitt Meadows Times

- generated story ideas
- wrote and published over forty articles, including event coverage, news stories, community-member profiles and opinion pieces
- photographed accompanying images for articles
- proofread pages before print

Freelance Writing and Design 2006-Present

- wrote adcopy for Tritex Fabrics' 2006 and 2007 web and flyer campaigns
- designed winning invitation for 2008 Print Futures Portfolio Show
- photographed 2008 Print Futures graduating class
- designed winning thank you card used by Douglas College faculty

Office/Order Desk/Customer Service 2005-2006

Tritex Fabrics

- resolved customer complaints in a timely and friendly manner
- learned and adjusted quickly to industry terms and products after starting in the position with little knowledge of fabric
- trained on ACCPAC/one year experience

Corporate Sales Asst/Telesales 2004-2005

Pacific Cellular

- assisted the corporate sales team by booking appointments and ensuring the satisfaction of clients
- called existing clients to sell new phones

- Volunteer** 2003-2005
Crisis Line
- trained extensively in effective listening
 - answered phones and offered support to those in need of care and in emergency situations
 - voted by peers as volunteer representative
- Sales Supervisor** 2002- 2002
Spencer Gifts
- trained new staff
 - aided in the recruiting and hiring process
 - motivated staff to achieve daily and monthly sales goals
- Zone 2 Co-coordinator** 2000-2004
Winners
- trained new staff and management
 - promoted from part-time associate
 - demonstrated multi-tasking skills in fast paced work environment
 - awarded numerous REACH and Loss Prevention awards
- Volunteer** 2000
SPCA
- assisted staff and customers while demonstrating a friendly attitude
 - fed and cleaned animals

Education

- Diploma** 2008
Douglas College, New Westminster, BC
- Print Futures: Professional Writing
 - trained on visual programs InDesign and Photoshop
 - won 2008 BC and Yukon Community Newspaper Association scholarship

References/Portfolio

Available upon request.