

HIGHLIGHTS OF QUALIFICATIONS

- 7 years of real world experience in the multimedia / web / information technology industry.
- In-depth knowledge of web design and development
- Webmaster experience
- Strong oral and written communication skills (bilingual, English and French)
- Project management experience
- Ability to efficiently handle various projects at the same time.
- Independent self-starter
- Able to perform efficiently under pressure
- Design, create and maintain dynamic websites and Flash websites / animations
- Quick to learn new software
- Detail oriented in taking care of quality assurance, software testing, browser/platform usability issues
- Enjoy the challenge of troubleshooting and research to resolve technical issues
- Strong organizational skills
- Strong creative and conceptual abilities
- Ensure that all specifications and deadlines are met
- Experience managing websites for a medical association

RELEVANT SKILLS AND ACCOMPLISHMENTS

Strong Communication Skills

- Successful working in a team
- Enjoy working with others
- Strong Interpersonal skills
- Experience training and presenting in front of groups at conferences
- Extensive experience in dealing with clients, both in-person and by telephone, in the Web/IT industry.
- Trained many clients to maintain their websites
- Worked closely with support staff, administration staff and faculty in the college and university sector.
- Participate in creative meetings to produce strategic concepts

Language Skills

- English, French (fluent)
- Proof reading

Project Management Experience

- Managed many projects including the development of company and association websites
- Planning and drafting many proposals and detailed schedules
- Invoicing
- Task management

Intensive Training

- Training in a wide range of software and technologies
- Constantly striving to learn more and keep up to date with new software, technologies and techniques

Computer Skills

- Operating Systems: *Windows XP, 2000, Me, 98, 95, Mac OS*
- Programming Languages: *HTML, DHTML, CSS, XML, Javascript, ActionScript, PHP, .NET*

Software Programs

- Graphic Design: *Adobe Photoshop / Illustrator / InDesign, Macromedia Freehand*
- Web: *Adobe Dreamweaver / Fireworks / ImageReady / Contribute*
- Authoring: *Adobe Flash / Captivate*
- Video and Sound Editing: *Adobe Premiere / After Effects / Audition, Media Cleaner, Sony Sound Forge / Acid Pro*
- Others: *Microsoft Office Suite, Outlook, Lotus Notes, Adobe Acrobat / Distiller, Extensis Portfolio*

POST-SECONDARY EDUCATION

Completed 04/2000

International Academy of Design

Digital Multimedia Design and Development Program

Montreal, QC

PRESENTATIONS / GROUP TRAINING

05/06/2005

"Using Interactive Animations to Enrich Learning"

Presented in French at the French Canadian Distance Education Network (REFAD) conference.

Montreal, QC

WORK EXPERIENCE

03/2007 – 06/2007

Nipissing University – *Acting Web Communications Officer (Parental leave replacement)*

North Bay, ON

- Manage university website and micro-sites
- Create and integrate new micro-sites on the university website
- Installation and training of Contribute for university staff
- Participate in creative meetings to produce strategic concepts
- Manage website logs and generate web traffic reports from statistics
- Manage ftp server and accounts for staff and faculty
- Troubleshooting usability and display issues with different browsers
- Documentation of procedures

09/2006 – Present

Nipissing University – *Marketing Secretary, Acting Video Editing Technician*

North Bay, ON

- Maintain job list and job docket
- Regular university website content updates
- Coding and integration of online forms
- Video editing for delivery on the university website
- Participate in creative meetings to produce strategic concepts

08/2005 – 03/2007

Canadian Association of Radiologists – *Web designer (freelance contract)*

Montreal, QC

- Analysis of existing Website content
- Re-design and development of English and French Websites
- Re-structuring of content

04/2005 – 01/2006

DBSL Pro Sound and Lighting – *Web designer (freelance contract)*

North Bay, ON

- Design and integration of Website
- Search engine submission

03/2005 – 05/2005

Silverspaces – *Graphic designer (freelance contract)*

Montreal, QC

- Design of technical documents for web-based software for cardiologists (emrCardio)

09/2004 – Present

College Boréal (Boré@I.ÉDU) – *Web & Multimedia Designer / Integrator*

Sudbury, ON

- Design and integrate online college courses
- Package online courses for delivery on scorm compliant platforms including WebCT
- Instructional design
- Evaluate and recommend software
- Create dynamic Flash animations / presentations using XML for online college courses
- Give presentations and training
- Work closely with administration, instructional designers, content experts and programmers
- Photo Retouching

- 07/2004 – 03/2005
EEDO Global Learning Services - *Graphic Designer (freelance contract)* Montreal, QC
 · Create graphics and layouts for e-learning projects (ForceTen)
- 02/2004 – 04/2004
Rich Hammond (Consultant) - *Graphic Designer (freelance contract)* Montreal, QC
 · Logo and presentation design / colour management for print.
- 08/2003 – 09/2004
ARC (Alain Rodrigue Consultant) - *Web Designer (freelance contract)* Montreal, QC
 · Design and integration of English and French website
 · PowerPoint template design
- 03/2003 – 01/2004
Incysive Media – *Web Integrator / Assistant Computer Technician* Montreal, QC
 · In charge of the final setup and implementation of web pages and websites
 · Use designs and illustrations from the designer to layout and produce working web pages
 · Participate in creative meetings to produce strategic concepts
 · Capture, digitize video for the web and DVD
 · Work closely with graphic designers, art director and programmers
 · In charge of full inventory of all computer equipment and hardware
 · In charge of server / network backups and care of backup tapes
- 02/2003 – 06/2005
Canadian Association of Radiologists - *Web Designer (freelance contract)* Montreal, QC
 · Design and creation of various online PHP forms (PHP and JavaScript)
- 11/2002 – 02/2003
Wylesight: Fundana Group – *Web Designer (freelance contract)* Montreal, QC
 · Interface, site design and Flash content integration
- 06/2002 – 09/2002
Clinique des troubles alimentaires BACA - *Web Designer (freelance contract)* Montreal, QC
 · Design and create website and flash animation (English and French)
 · Create PHP email forms
- 11/2001 - 02/2002
Credit Card Center Canada - *Graphic Designer (freelance contract)* Montreal, QC
 · Created logo, business card design and 21 pages presentation for print
- 02/2001 – 07/2004
Union Label Group (Record Label) - *Webmaster / Web Designer (freelance contract)* Montreal, QC
 · Capture / digitize music videos for the web
 · Complete Site redesign, creation of Flash animations and regular site updates
 · Setup guestbook, link management system and online store with Paypal capabilities
- 10/2000 - 06/2001
uPath.com, Inc. / Gearwerx - *Multimedia Designer / Webmaster* Montreal, QC
 · Design, create and maintain websites
 · Design and create Flash websites / Animations
- 10/1999 - 09/2000
Spidertop.com, Inc. - *Multimedia Designer* Montreal, QC
 · Design, create and maintain website

ONLINE PORTFOLIO

www.melzmedia.com