

Writing

- Produced user documentation, instructions, manuals, marketing materials, website copy, and research reports for various clients using clear, concise language
- Developed, organized and wrote Test of English as a Foreign Language (TOEFL) instructional textbooks
- Published newspaper and magazine articles, article abstracts, reviews and poetry

Editing

- Demonstrated copy editing and substantive editing skills through work experience
- Ensured author submissions adhered to in-house style guide and was appropriate to magazine audience
- Converted dense academic jargon into plain English for instructional purposes

Research

- Trained in qualitative and quantitative research methodologies
- Conducted in-depth research into complex subject areas in order to present a simplified overview
- Compiled relevant information from interviews and by using library, archival and Internet databases

Communication

- Collaborated with editorial department and liaised with authors to produce content to deadline
- Developed inter-cultural communication skills by working one-on-one with foreign students abroad
- Trained in interpersonal communication through Print Futures coursework and group work

Software

- Adobe Indesign, Photoshop, Illustrator, Dreamweaver
- Adobe Robohelp, Framemaker
- Microsoft Word, Excel, Powerpoint, Visio

Education

- Print Futures Professional Writing Diploma
- Teaching English as a Second Language Diploma
- Bachelor of Arts with a Major in Anthropology from UBC

Awards

- Recipient of the Award for Student Educational Excellence and Achievement from Douglas College
- Recipient of the Sentinel Prize in Anthropology from UBC
- Member of the Golden Key International Honour Society
- Recipient of the Undergraduate Scholar Program Scholarship

Employment

Assistant Editor <i>alive</i> magazine, Richmond, BC	2007-2008
Curriculum Developer Transglobal Human Resources, Vancouver, BC	2006-2007
Writing Instructor Transglobal Prep. School, Surrey, BC	2004-2006
ESL Teacher Wonderland, Paju, South Korea	2003-2004
Essay Editor Self-Employed, Vancouver, BC	2002-2003

References and print portfolio available upon request