

**Antoine Henri Giraud**  
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**Writing:**

- Produced user documentation, instructions, manuals, marketing materials, 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 and through Print Futures coursework
- 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 and representative overview of the field
- 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

**Recent Employment History:**

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

References available upon request