COMPUTER SKILLS

SKILLS

EDUCATION

PROFESSIONAL EXPERIENCE

Highly motivated self-starter with an international career portfolio of award winning community-based projects, whose growing success has been attributed to excellent project management, communications, social networking, and event planning skills.

Dedicated leader with a solid background in the beneficial use of new media opportunities, outreach strategies, website management, and fundraising approaches. Passion for community development, cultural diversity, current affairs, international travel, and continuous learning.

# Website Founder / Managing Director

## Company name, Montreal, QC

Social networking website for Irish parents funded by Enterprise Ireland and County Enterprise Boards, which was pitched on national television and later sold for a profit to venture capitalist.

2006-09

* Successfully developed a business plan and secured €50,000 in project funding.
* Established and managed budgets, negotiated affiliate contracts and reached sales targets.
* Planned and implemented communication outreach strategies through market research, new media opportunities, and social networking project developments.

Progressive marketing firm, with annual revenue of $500 000 and 11 employees, whose business focus is web development, online marketing and web video productions.

Project Management

Customer/Media Relations

Social Networking

Event Planning

Skillful Communications

Acute Detail Orientation

Organizational Effectiveness

Writing / Editing

Multicultural Awareness

Strong Community Focus

Fundraising / Negotiating

Leadership / Guidance

high school diploma

West Island College

college degree in social sciences

Marianopolis College

BA, psychology major / french minor

Bishops University

2004-08

2010-14

2008-10

## Company name, Montreal, QC

* Managed a $50,000 web development project for The Home Depot.
* Ensured full project compliance with the client’s requirements, deadlines and budget restraints.
* Developed and maintained client relationships with large accounts such as Microsoft.

# Project Manager / Consultant

present

Strong expertise in the following:

MS Office

(Word, Excel, Power Point, Sharepoint)

Open source software

(Salesforce, Freshbooks, Wistia, Basecamp)

Cloud computing

(Google docs, etc)

Search engine optimization, Internet research & website management

Social networking & blog administration

(Twitter, Facebook, LinkedIn)

PROFESSIONAL EXPERIENCE *(continued)*

2005-07

Not for profit created to provide a comprehensive and affordable childcare facility within our community. Members of the board included academics, local politicians and government childcare representatives.

## Company name, Montreal, QC

# Founder / Director

* Created, established and governed the policies and objectives of the executive committee.
* Secured €1,000,000 of government funding for a non-profit education institution.
* Acquired extensive experience and knowledge in committee management and conflict resolution.
* Gained extensive knowledge of European Union government funded programs.
* Organized and lead internal and external communications strategies.

SOCIAL

WEB LINKS

LANGUAGES


# TESL LECTURER

LINKEDIN

name

TWITTER

name

FACEBOOK

name

**Description**

www.website.com

**Description**

www.website.com

**Description**

www.website.com

**ENGLISH:** Mother tongue (Speak fluently and read/write with high proficiency).

**FRENCH:** Speak fluently and read/write with intermediate skills.

**JAPANESE:** Speak at conversational level and read/write with basic competence.

# Assistant Lecturer

## Company name, Montreal, QC

Not for profit created to provide a comprehensive and affordable childcare facility within our community. Members of the board included academics, local politicians and government childcare representatives.

2000-02

Award winning language school, with offices in China, Eastern Europe and Ireland, delivering professional English language training focused on the aviation markets.

## Company name, Montreal, QC

* Developed a new undergraduate program in tourism as an assistant to the Dean of English studies.
* Created, authored and delivered the syllabus for new English communication and tourism classes.
* Taught conversational language skills, communicative grammar, task-based listening and personalized oral abilities.
* Provided guidance counseling for students in the context of career choices and international opportunities.
* Planned, designed and prepared learning materials and classroom lessons.
* Delivered private and group classes at various levels using Cambridge, Longman and Oxford TESL textbooks.
* Provided guidance and counseling for students of various cultural backgrounds.
* Assessed, graded and reported student skills and results.
* Communicated skillfully to various audiences by using terms and approaches to facilitate understanding.

2008-09