

PROFILE

I am an energetic fellow with a keen eye towards good aesthetics and quality work. I am honest and responsible, and enjoy writing.

EXPERIENCE

Regional Theater Critic; The Cappies — 2007- Present

- Critiqued National Capital Region high school theater
- Wrote reviews, which were published in The Ottawa Citizen

Web Clerk; Indian Affairs and Northern Development Canada — 2007

- Summarized legal documents and other sources
- Wrote descriptions of Departmental organizations for publication and internal use
- Assisted in writing and managing Ministerial correspondence and preparing Ministerial briefing binders

Model United Nations Delegate; Secondary Students United Nations Symposium, Montréal, Quebec — 2007

- Researched and profiled political positions
- Debated policies agreeable to political stance

Editor, The D’Arcy Voice; D’Arcy McGee High School — 2005-2006

- Edited content for newspaper to ensure that quality standards were met while providing useful advice to writers
- Designed layout for print media including *The D’Arcy Voice*
- Correspondent to *The Aylmer Bulletin* for cooperative projects
- Created, designed, and maintained website with repositories for editions and information for interested parties
- Designed logo and other graphic art

SKILLS

Proficiency in:

- Clear, concise writing
- Research
- Coding standards-compliant and compatible XHTML, HTML, CSS
- Experience in diagnosing and repairing computer problems

EDUCATION

High School, Grade 11 — D’Arcy McGee High School

Selected for, and participated in Provincial Student Leadership Conferences — 2006, 2007

PERSONAL

- I am a member of Scouts Canada and enjoy epic excursions into the wilderness, and hold the Chief Scout’s award. I am a member of my school’s Student Council and enjoy reading and playing the piano. I am also part of a swing dance club, tinker with computers and improve my web coding skills in my spare time.