

SHARON JACKSON

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EMPLOYMENT OBJECTIVE: Website design, creation and maintenance.

HIGHLIGHTS OF QUALIFICATIONS

- ★ Formal training in website design using HTML, Javascript, PHP, SQL and Flash
- ★ Over 15 years experience using Corel Draw, Adobe Photoshop, Microsoft Office
- ★ Proficient in Dreamweaver, ImageReady and Flash
- ★ Over 25 years of Graphic Design experience.
- ★ Adaptable, energetic, confident- effectively managed a small business services company in Duncan for 4 ½ years
- ★ Practical working experience with the public from elected officials, international educators, business owners, managers and the general public.

RELEVANT SKILLS AND EXPERIENCE

Computer, Web and Database Skills

- ★ 2006-2007 Employed by a high-traffic web design company building websites, inserting content with html, javascript and php.
- ★ Graphic design, including website design and design for print
- ★ Researched, tested and implemented coding for spam blocking forms which are in daily use at the company.
- ★ April 2007 to present. Self Employed website designer, home based business.

Customer and Client Service Skills

- ★ Meet and negotiated with customers to help them define their site or advertising requirements and to discuss payment options.
- ★ Created newsletters, fliers, business cards and advertising for hundreds of customers over the 4 ½ years that I managed Ariel Office Services and for 15 years before that as a self employed person
- ★ Able to communicate complex concepts clearly and well to people for all walks of life.

Administrative Skills

- ★ Organized and supervised offices such as The United Church of Canada, Cowichan Valley Arts Council, Msound International (a hardware development company) and Ariel Office Services
- ★ Possess exceptional experience with general office operations including; supervision, reception, writing and reading confidential business correspondence, accounts payable and receivable, faxing, photocopying, binding
- ★ Created compositions including: meeting minutes, letters, reports, fliers, and advertising.

RELEVANT WORK HISTORY

Graphics/Website Design	Jackson on the Moon	April 2007-present
Graphics/Website Design	Webacom Media Corporation	Mar. 2006-April 2007
Graphics/Website Design	Self Employed	2003- Nov. 2005
Manager	Ariel Office Service, Duncan	1998-2003

Administrator	Cowichan Valley Arts Council	1993-1995
Office Manager/ Designer/Animator	Msound International Ltd.	1988-1991

EDUCATION

New Media Studies	University Canada West	2005
Project Planning Workshop	Computer Master Institute of Technology	2005
Four day Strategic Planning Workshop	Royal Roads University	2002
Arts Diploma With Honours	Alberta College of Art	1975-1979

REFERENCES

Tom Taylor, internet and computer sound pioneer	Msound International Ltd. (1989) (Itiva Digital Media (www.itiva.com) in Kelowna and now Cinematx	250-764-1396
Rev. Gary Patterson	St. Andrew Wesley United Church, Vancouver	604-683-4574
Mr. Gerry Labelle Director	University Canada West, Victoria	250-978-1800
Dr. Murray Woods (personal reference)	Duncan, B.C.	748-8151
Scott Rose, (personal reference)	Teacher, University Canada West	250-360-1180 (home)

OTHER COMMENTS

I am very involved in my community, I sit on City Council for my fifth term, and I was a volunteer coordinator for Canada Day 1999, Wilderness Train Welcome 2000, Island Thunder Pow Wow 2000, Thunder in the Valley Pow Wow 2002, the Duncan May Day Celebration 2003. I volunteered doing website updates for the North American Indigenous Games and I am presently developing a site for the Malahat Nation on a volunteer basis. I am a voracious reader, a gardener and I design and create stained glass panels in my spare time.