

SHARON JACKSON

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250-746-9451
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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
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 self employed pers
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, 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
Director of Media, Animation and Design,	Msound International	1988-1991

EDUCATION

New Media Studies	University Canada West	2005
Project Planning Workshop	Computer Master Institute	2005
Strategic Planning	Royal Roads University	2002
Arts Diploma with Merit	Alberta College of Art	1975-1979

REFERENCES

Thomas Taylor, Internet and Computer Sound Pioneer	M Sound Technologies (acquired by Sierra Semiconductor); Chameleon Bridge Technologies (acquired by Peak Technologies); and Workfire Networks (acquired by Packeteer). St. Andrews Wesley United Church, Vancouver	250-764-1396
Rev. Gary Paterson	St. Andrews Wesley United Church, Vancouver	604-683-4574
Scott Rose	Past Teacher, University Canada West	(home) 250-360-1180