

HELLO, I'M MICHELLE McCURDY

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My QUALIFICATIONS

- Over thirty years combined experience as an office administrator, receptionist, secretary, executive assistant, customer service representative, administrative assistant and admissions clerk.
- Advanced training and work experience in the application and usage of software such as:
 - Adobe Design Standard CS6 using Photoshop, Acrobat, InDesign and Illustrator;
 - Adobe Web Standard CS6 using Dreamweaver and Flash;
 - Microsoft Office 2010 and 2013 using Word, PowerPoint, Excel, Outlook, Visio, and the Access database program.
- Designed websites using HTML 5, XHTML and CSS3 programming languages.
- Created reports, newsletters and annual reviews using desktop publishing software such as Quark and InDesign.
- Applied graphic design principles to produce innovative and tastefully created print documents and web sites.
- Own and operate a small business offering services in graphic and website design and development.
- Produced and maintained a quality manual for an ISO 9001 Quality Management System.
- Developed and maintained databases using Microsoft Access.
- Worked with both Mac and PC platforms as well as with the Windows and Linux operating systems.

My EDUCATION

Community College Education Diploma Program

Graduated August 12, 2010

Nova Scotia Community College, Halifax, NS

Bachelor of Fine Arts (Interdisciplinary) with a Minor in Art History

January, 1985 – April, 1987 and

September, 1999 – April, 2001

Nova Scotia College of Art and Design, Halifax, NS

Certification in Adult Education

September, 1990 – May, 1991

Dalhousie University, Halifax, NS

Certified Commercial Artist

September, 1984 – January, 1985

Cabot Institute, St. John's, NL

Office Administration

September, 1979 to June, 1980

Holy Heart of Mary Business School, St. John's, NL

COURSES/WORKSHOPS

Introduction to Quark

Workshop – July, 1997

Keltic Learning Centers

How to Design Attention Grabbing Brochures

Workshop – April, 1997

MicroAge Learning Centre, Dartmouth, NS

Microsoft Access Application Development

June, 1996

EdVenture Computer Solutions Inc.

Priority Management Training

2-day Workshop – October, 1991

SkillPath Seminars, Halifax, NS

Dale Carnegie

Winner of three awards, 1990

Dale Carnegie, Halifax, NS

WORK EXPERIENCE

Admission Clerk, Postgraduate Medical Education

April 2016 – Present
Dalhousie University, Halifax, NS

Instructor, Office Administration Program | Business Marketing and Administration

February 2014 – February 2016
Maritime Business College, Dartmouth, NS

Faculty, WEBD 1000 Website Development I

September 2006 – September 2015
Nova Scotia Community College, School of Applied Arts & New Media, Halifax, NS

Graphic Designer

July-August 2012
Credit Union Atlantic, Halifax, NS

Faculty, Technical Presentations

September 2011- December 2011
Nova Scotia Community College, School of Applied Arts & New Media, Halifax, NS

Faculty, Online Learning for Website Development I; Human Relations for the IT Professional and Technical Communications for IT Industry

Winter, Spring & Fall 2010 – September 2015
Nova Scotia Community College, School of Applied Arts & New Media, Halifax, NS

Faculty, Website Publishing 200

Winter Semester 2012
Center for Arts and Technology, Halifax, NS

Instructor, soft business skills, various software packages.

April, 2010 – 2012
CTC TrainCanada, Halifax, NS

Instructor, Photoshop | InDesign | HTML | Computer Literacy | Word 2003 and 2007 | Excel 2007 | Dreamweaver | PowerPoint 2007

January, 2009 – April, 2010
Computer Training at Dalhousie, Halifax, NS

Administrative Assistant, Curriculum

February 14, 2006 – March 31, 2006
Nova Scotia Community College, School of Trades and Technology, Halifax, NS

Evening Instructor, Website Development: Basics & Beyond

September, 2005 – September, 2015
Nova Scotia Community College, IT Campus, Halifax, NS

Small Business Owner

Graphic Designer/Website Developer
June, 2002 – Present
WebWave MultiMedia, Lake Echo, NS

Graphic Designer/Multimedia Specialist (Communication Division)

Administrative Assistant (HR and Marketing & Communications)
Administrative Assistant/CSR (ISO 9000 Program)
May, 1993 – March, 2005
InNOVAcorp, Dartmouth, NS

Computer & Keyboard Instructor

January – March, 1993
Compu-College, Halifax, NS

Computer Software, Hardware & Keyboard Instructor

September, 1990 – March, 1995
YWCA, Halifax, NS

Executive Assistant/Office Manager

May, 1987- October, 1992
Proactive Consultants Limited, Halifax, NS

Exploring Learning Technologies

January – March, 2009
Nova Scotia Community College, Halifax, NS

Strengths Workshop

October, 2008
Nova Scotia Community College, Halifax, NS

Adjunct Faculty Group

January – November, 2008
Nova Scotia Community College, Halifax, NS

WORKING PORTFOLIO

Available upon request

REFERENCES

Available upon request