

Resume at a

# Glance

## Skills Summary

**Experienced Instructor**

**Small Business Owner**

**Knowledgeable Computer Technician**

**Graphic & Web Designer**

**Proficient Communication Skills**

**Exceptionally Organized**

**Aptitude for Software**

## Michelle McCurdy, BFA

98 Echo Forest Drive • Lake Echo, NS B3E 1A2 • (902) 829-2589  
webwave@ns.sympatico.ca • www.webwave-multimedia.com

## Qualifications

- Advanced training and work experience in the application and usage of software such as:
  - Adobe Design Standard CS4 using Photoshop, Acrobat; InDesign and Illustrator;
  - Adobe Web Standard CS4 using Dreamweaver and Flash;
  - WS FTP Pro;
  - FileZilla,
  - Smartboard's Notebook software.
  - Microsoft Office 2007 using Word, PowerPoint, Excel, Outlook, Visio, and the Access database program.
- Instructed on the following software:
  - Photoshop;
  - Dreamweaver;
  - HTML, CSS and XHTML;
  - InDesign;
  - Word 2003 and 2007;
  - Excel 2003 and 2007;
  - Windows Vista & XP operating systems.
- Created lesson plans for Web Development courses.
- Created a small business offering services in graphic and website design and development.
- Designed websites using HTML, XHTML and CSS programming languages.
- Created reports, newsletters and annual reviews using desk top publishing software.
- Applied graphic design principles to produce innovative and tastefully created print documents and web sites.
- Produced and maintained a quality manual for an ISO 9001 Quality Management System.
- Created customized PowerPoint presentations and backgrounds.
- Developed and maintained databases using Microsoft Access.
- Worked with both Mac and PC platforms as well as with the Windows and Linux operating systems.
- Committed to professional growth through the attendance of conferences, workshops and courses.

## Working Portfolio

Proudly available upon request

## Education

### **Community College Education Diploma Program Completed December 2009**

Nova Scotia Community College, Halifax, Nova Scotia

- Adult Learners with Disabilities
- Assessing and Evaluating the Adult Learner
- Designing Courses in a Learning Centered College
- Developing a Portfolio
- Facilitating the Adult Learner
- Mentoring – Reflective Practice
- Supporting Student Success
- The Dynamic Instructor
- The Learning Centered Community College
- Practicum for certification

### **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, Nova Scotia

### **Certification in Adult Education**

September, 1990 – May, 1991

- Dalhousie University, Halifax, Nova Scotia

### **Certified Commercial Artist**

September, 1984 – January, 1985

- Cabot Institute, St. John's, Newfoundland

### **Stenographer II**

September, 1979 to June, 1980

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

## Certifications/Workshops/Courses

### **Introduction to Quark**

1 day workshop, July, 1997

Keltic Learning Centers

### **How to Design Attention Grabbing Brochures**

1 day workshop, April, 1997

MicroAge Learning Centre, Dartmouth, Nova Scotia

### **Microsoft Access Application Development**

1 month training – June, 1996

EdVenture Computer Solutions Inc.

### **Priority Management Training**

2 day workshop, October, 1991

SkillPath Seminars, Halifax, Nova Scotia

### **Custom Access 97 Module II**

2 day workshop, August, 1991

MicroAge Learning Centre, Dartmouth, Nova Scotia

### **Successful Communication Skills for Women**

Seminar, April, 1991

Fred Pryor Seminars

### **Dale Carnegie**

1990

Dale Carnegie, Halifax, Nova Scotia

## Employment

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

January, 2009 – present  
Computer Training at Dalhousie, Halifax, NS

**Faculty, Website Development I; Human Resources and Communications for IT Industry**

August, 2006 – present  
Nova Scotia Community College, School of Applied Arts & New Media, 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 - Present  
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

**Employment Placement Officer**

Summer employment 1986 and 1987  
Norrell Services, Halifax, NS

## Additional NSCC Activities

### **On-line Learning Committee**

May 4, 2009 – June 19, 2009

Nova Scotia Community College, 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

## Other Activities

### **Skills Canada Web Site Development Judge**

April 23, 2009 and 2010

Skills Canada, Dartmouth, NS

### **Communications Committee, Website**

2003 - Present

Orenda Canoe Club, Lake Echo, NS

### **Fundraising Committee**

2006-2007 term

Halifax County Girls Choir, Dartmouth, NS

## References

available upon request