

ENGLISH (FOURTH YEAR)

Edward Collins

communicator, writer, reader
organizer & team player

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PROFILE

- Experienced in creating dynamic web content and user based web design
- Team player with excellent written and verbal communication, interpersonal and research skills
- Thrives in results oriented, independent, fast paced, demanding and team environments
- Experienced in SharePoint, Cascade, Adobe Creative Suite, CorelDRAW and MS Office

EDUCATION

Bachelor of Arts, English Major, Professional Writing Minor, Co-operative Education

University of Victoria

September 2008— August 2014

- Relevant courses: Copyediting, Visual Rhetoric, Report Writing, Computer Communications

PROFESSIONAL EXPERIENCE

Technical Writer/Web Co-ordinator, Co-op

BC Ministry of Social Development

January 2014— August 2014

- Enhanced ministry internal communications and service delivery by creating clear engaging online content
- Promoted mine safety by collaboratively organizing the 2014 Ministry Awards
- Effectively reported to a Senior Policy Analyst and assisted with various web and technical writing requests
- Enhanced time management skills by working on multiple projects with fixed deadlines

Web Content Contractor

March 2014— present

University of Victoria Student Affairs

- Created user based web content for new UVic Student Mental Health website
- Collaborated with managers and staff to create an effective information based website
- Maintained standard look and feel by following UVic style guide, best practices and a template
- Effectively worked remotely, met deadlines and accurately tracked project hours

Web Content Writer, Co-op

May 2013— August 2013

University of Victoria Information Access

- Collaborated with Communications Officer on multiple community engagement efforts
- Enhanced website usability by reviewing and maintaining existing web content
- Established visual uniformity by developing a photo gallery for content editor use
- Maintained consistency by writing plain language best practices for 30 staff members
- Ensured seamless user experience by consulting regularly with website committee

Publication Assistant

January 2013— April 2013

UVic Communications, The Ring newspaper

- Independently uploaded content to The Ring website by using strong CMS skills
- Published multiple articles by utilizing copyediting skills and working with the editor
- Informed UVic community members by writing articles for print and web publication

Summer Student, Research Accounting, Co-op

April 2012—August 2012

University of Alberta

- Assisted reception by handling a high volume of departmental filing on a daily basis
- Accurately input financial data and journal vouchers into PeopleSoft software
- Sustained a steady workflow by providing consistent support to account administrators
- Diligently set up new research projects including scholarships and awards
- Collaborated with Project Administrators on fiscal year end financial statements

Project Assistant, Financial Services, Co-op

May 2011—September 2011

University of Alberta

- Analyzed budget data for financial reporting to university stakeholders using MS Excel
- Contributed to a university wide system update by exhibiting project management skills
- Upheld project timeline by working as a self-directed resource for finance department

CUSTOMER SERVICE EXPERIENCE*Barista, Good Earth Coffeehouse Uptown, Victoria*

March 2013—April 2013

Barista, Moka House Admirals Walk Mall, Victoria

September 2011—April 2012

Barista, Second Cup Royal Oak, Calgary

April 2011—December 2011

Supervisor, Marble Slab Creamery Crowfoot, Calgary

April 2007—January 2011

- Organized work events and generated enthusiasm and group cohesion with ease
- Adapted to an evolving workplace by seeking input from managers when necessary
- Exhibited communication and management skills while training first time employees
- Displayed planning and organization skills by writing day plans and coordinating breaks

COMMUNITY INVOLVEMENT**HFPW Co-op Student Representative**

September 2013— May 2014

University of Victoria Co-op and Career Services

- Mentored new students and promoted HFPW Co-op activities throughout 2013-14 terms
- Represented Humanities, Fine Arts and Professional Writing (HFPW) Co-op to the faculty co-op and career committee

Volunteer

September 2012—April 2012

UVic Martlet

- Encouraged student involvement and awareness by speaking to prospective volunteers

Server*The Mustard Seed, Victoria*

September 2010—present

Calgary Drop-In and Rehab Centre

December 2007—December 2010

- Connected with the homeless communities in Calgary and Victoria while serving meals