

POLITICAL SCIENCE AND PROF WRITING (SECOND YEAR)

Willis Michaels

EDUCATION

In progress: Bachelor of Arts in Political Science, Minor in Professional Writing: University of Victoria (UVic), 2012-2016

TECHNICAL SKILLS

- Professional writing, editing, and copy editing experience and education in print and digital media genres.
- Government writing – briefing notes, summaries, memos, letters, and policy proposals.
- Website content development work experience, including experience with the Cascade CMS.
- Education and experience in SEO, WordPress, and other social media sites, such as Twitter, Facebook, and LinkedIn.
- Blogging, podcasting, and vodcasting education and experience.
- Education in research methods and policy analysis.
- Working knowledge in Microsoft Office (Word, Excel, PowerPoint).
- Adobe Suite education and experience, including InDesign, Dreamweaver, and Illustrator.

WORK EXPERIENCE

WEB CONTENT WRITER, RICHMOND PUBLIC LIBRARY

RICHMOND, BC

MAY 2013-AUGUST 2013

Working with the Libraries Communication Officer, I wrote, edited, and proofread current website content. I also consulted with current content editors and librarians in other units and departments, updated the website as it continued the transition to a new design. Responsibilities also included best practice research, and sitting on the Website Working Group in weekly meetings to discuss goals, current and future projects, and other website-related tasks.

WEB CONTENT DEVELOPER, UVIC DEPARTMENT OF MEDIEVAL STUDIES

VICTORIA, BC

SPRING 2013

Working with the Department of French, I drafted and entered content for the new department website, including profiles, course information, and schedules. I was also responsible for marketing promotional material to current and prospective students using Mail Chimp email campaigns. In this position I collaborated with students, faculty, and staff, which helped me gain skills in teamwork and communication. I also gained skills in copyediting, web content writing and editing, research, and Cascade CMS use.

independently, with little or no supervision. Working as a painter also helped to develop my attention and orientation towards detail.

GROCERY CLERK, THRIFTY FOODS, INC

VICTORIA, BC

FALL 2011

I was responsible for keeping the shelves fully stocked, bagging groceries for customers, and assisting customers by carrying groceries to their cars. I cleaned the store, staff room, and back room, and retrieved buggies. As a grocery clerk I was responsible for the overall presentation of the store; emphasis was placed on customer service, teamwork, and responsibility.

VOLUNTEER EXPERIENCE

UVIC STUDENT ALUMNI AMBASSADOR

VICTORIA, BC

SEPTEMBER 2014-PRESENT

As an alumni representative, I participate in events and initiatives throughout the year to share my experiences with new and prospective students (e.g. information sessions and events).

BUSINESS CLASS MAGAZINE INTERVIEWER AND WRITER

VICTORIA, BC

2013-2014

I interviewed and profiled two Gustavson School of Business graduates for publication in the semi-annual *Business Class* magazine.

YOUTH CONFERENCE VOLUNTEER

VICTORIA, BC

2010-2013

I helped plan and run annual conferences for the youth of Vancouver Island. Emphasis is placed on education, faith, and fun over the weekend-long events. As a volunteer I facilitated small group talks, MC, and offered advice to the youth.

STUDENT COUNCIL TECHNICAL & ARTS REP

RICHMOND, BC

2010-2011

At Richmond Secondary, through these two positions, I demonstrated my ability to communicate well within a team environment to plan, organize, and implement events and programs to the high school student body.

REFERENCES

- Dr. Elizabeth Grove-White (250) 721-7238
Associate Professor & Professional Writing Adviser, University of Victoria
Faculty Supervisor, Department of English Web Content Developer
- Ms. Susan Henderson (250) 853-3612
UVic Libraries' Communications Officer
Supervisor, UVic Libraries Web Content Writer
- Mr. Mike Smith (250) 220-9557
Owner/Operator, Student Works Painting