

PUBLICATIONS

Consideration – *a Creative Journey, Down in the Dirt Magazine* v 125 Sep/Oct 2014

- Literary short story about a pair of friends.

Education and Qualifications: How Important Are They? – *A Method to the Madness: A Guide to the Super Evil*, eds Jeffrey Hite & Michell Plested April 2013

- Short story written from the point of view of a mad scientist, to help up-and-comers get into the business.

What You Can Do to REALLY Help Your Autistic Child – *Self-Published* February 2008

- Booklet for parents of newly-diagnosed children.

Changing Attitudes, Building Acceptance: A Different Kind of Autism Advocacy – *Calgary's Child Magazine* Sep/Oct 2007

- Article about the Friend 2 Friend Society, based in Vancouver BC.

PROFESSIONAL EXPERIENCE

Freelance Writer & Editor – *Self-Employed*, Langham SK 2009 – Present

- Hold a long-term contract with former employer, the Alberta Council of Disability Services (ACDS), providing copyediting services for the quality assurance reports produced throughout the year. This requires a thorough knowledge of the standards to which the service providers are being held, the ACDS Writing Guidelines, and grammar, punctuation, and spelling.
- Provide desktop publishing and copyediting services to other departments within ACDS, as well as to occasional outside clients. This requires thorough understanding of grammar, punctuation, and spelling, as well as familiarity with style books (e.g., *The Chicago Manual of Style*, *APA style*) and the requirements of the piece being edited.
 - A recent project for the Workforce Council involved editing and re-formatting the *Foundations in Community Disability Studies*, a nearly 1,000 page training course that most community disability support workers in Alberta are required to take. This also included editing and re-formatting the written tests, the test answer keys, and the assessments that are completed by the tutors for the course.
- Engage in personal writing projects, including long and short fiction, children's books, personal essays, articles and papers on topics of current interest, and poetry and song lyrics.
- Critique and proofread fiction written by members of writing groups, with an eye to cohesive storytelling.

Volunteer Liaison, Western Provinces – *The Autism Acceptance Project (TAAProject)*, Calgary AB & Langham SK 2006 – Present

- Send press releases when requested, regarding upcoming TAAProject events. This requires an understanding of how to construct a press release, as well as where to send such documents.

Municipal Liaison (Volunteer) – *National Novel Writing Month (NaNoWriMo)*,
Calgary AB & Langham SK 2005 – Present

- Plan and run events in the local region for participants of National Novel Writing Month (NaNoWriMo). This requires sending promotional materials to local libraries, schools, and news outlets, appearing in radio and print interviews when requested, and sending encouraging pep talks via e-mail on a weekly basis during November.
- Host in-person writing meets twice a month during the rest of the year, for any writers who wish to join in. These meets are informal times for writing and include discussion of current projects, resources, and future plans.

Editor/Administrative Assistant – ACDS, Calgary AB 2008 – 2009

- Edited standards, reports, and manuals for style, spelling, grammar, and punctuation errors. Edited articles prior to publication in both internal and external newsletters. This required solid knowledge of grammar, punctuation, and spelling rules, as well as the ACDS Writer's Guidelines.
- Wrote Request For Proposal (RFP) for new web site for ACDS, wrote articles, took meeting minutes, and wrote the additional Children's Accreditation Standards. This required conducting research and interviews, as well as a strong understanding of spelling, grammar, and punctuation.

General Secretary – *The Anglican Parish of Christ Church*, Calgary AB 2005 – 2008

- Created announcements for the weekly notices and proofread/edited items submitted by parishioners, ensuring grammar and spelling were correct. In addition, maintained web site and e-mail communications for the church as a whole, took meeting minutes, maintained physical and electronic filing systems, and provided editing and layout services for the quarterly newsletter. These duties required a knowledge of basic proof reading and layout skills, as well as an ability to edit others' writing without changing the voice of the original author.

Secretary (Volunteer) – *Teens Encounter Christ (TEC) Steering Committee*,
Calgary AB 2004-2005

- Wrote promotional materials and press releases. In addition, took meeting minutes and developed a communications plan. This required a knowledge of grammar, spelling, and punctuation, as well as an understanding of how business communication should be handled.

EDUCATION

PUBLISHING CERTIFICATE – *the Chang School, Ryerson University*, Toronto ON current

- Distance education
- Completed courses: CDPB 100 – Publishing Overview: Trade – **A**
CDPB 212 – Visual Skills for Publishing – **A**

BA PSYCHOLOGY – *Lakehead University*, Thunder Bay ON 2001

- Three-Year Degree, course work completed

BMUS (COMPOSITION) – *University of Calgary*, Calgary AB 1998

- Four-Year Degree