

Helen Lee

#44, 5625 Silverdale Drive NW, Calgary, AB T3B 4N5 ♦ Message: 232-0753 ♦ e-mail: helenwlee@shaw.ca

Career Objective

To pursue a career utilizing my combined skills in web design, graphics and/or business services.

Summary of Qualifications

- Working experience with website software tools: Dreamweaver, Fireworks, Flash, Freehand, Paint Shop Pro, Photoshop, Acrobat, HTML, CSS, Javascript, MS Office
 - Website planning, design/coding, launching and marketing
 - Strong graphic art skills
 - Works well independently, and enjoys contributing to team effort
 - Strong Interpersonal and relationship-building skills
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Relevant Skills and Experience

Web Designer/Webmaster

- Designed, coded, and maintained websites for small to mid-sized businesses using Dreamweaver, Fireworks, Flash, Freehand, Photoshop, Acrobat, HTML, CSS
- Designed logos, business cards, promotional ads, and brochure layouts
- Provided web marketing strategies to help increase sales and memberships

Graphics Designer

- Designed and produced slides, charts, and graphs for staff meetings, formal presentations, reports and proposals using various software packages such as PowerPoint, Excel, CorelDRAW and Photoshop
- Produced forms, flyers, posters, banners, brochures, and newsletters

Word Processor – Business Services Coordinator

- Interacted with CEO, managements, administrators and clients to implement reports and proposals
- Coordinated projects from concept to completion included the consolidation and integration of tables, graphics and charts for proposals and presentation material
- Provided in-house training and mentorship on PowerPoint and CorelDRAW

Web Page Administrator

- Responsible for transferring files to the intranet using Adobe Acrobat
 - Developed a help manual for Project Web Users on how to publish web documents and CAD drawing preparation
 - Provided new employees with web user accounts to grant them access to the merger website
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www.footprintswebdesign.com

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Professional Experience

2000 - Present **Web Designer** - Freelance
2000 **Web Page Administrator** - Muskeg River Oil Sands Project
1987 - 1999 **Senior Graphics Designer & Word Processor** - AMEC Inc.

Samples of Expertise

- www.calgarychiropractic.com
 - www.ottimosolutions.com
 - www.fitnessnw-owf.com
 - www.canadatowers.com
 - Graphics portfolio - available upon request
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Education

Infogem Canada Ltd - Completion 2004

Certified Internet Webmaster (CIW) - Master Designer Plus

- Foundation Certification
- Site Design Certification
- eCommerce Certification

Advanced Technical Training Academy - September 2000 to July 2001

Wireless eCommerce Program (Certificates)

- Web Application and Design - HTML, Java, JavaScript, VB Script, XML, Visual InterDev 6
- Programming - Visual Basic 6
- Database - SQL Server 7
- Operating Systems - Microsoft 2000, Microsoft NT, Unix, DOS
- Systems Analysis - UML, Visio 2000
- Wireless Programming - WAP/WML/3G, Windows CE
- Networking for Executives, IIS 5.0, Site Server 3.0, BizTalk Server 2000

The MacClassroom - May to November 1997

Multimedia Career Training (Diploma)

- Adobe Software - Photoshop, Streamline, Illustrator, Premiere, After Effects, PageMaker
 - Macromedia Products - Freehand, Director
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Activities/Interests

- reading, computers
- dragon boating, running, Pilates
- photography, scrapbooking



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