

Deborah Pasternak

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CAREER OBJECTIVE

A full-time position in the marketing or communications area, especially where well-developed oral and written communication skills, extensive computer skills, and highly developed organizational abilities are desired.

PROFESSIONAL EXPERIENCE

Communications Officer (*Dec. 2003-Current*)

Canadian Council of Professional Engineers: Ottawa, Ontario

- Write and edit speeches, press releases, web content, letters, and a variety of other communications materials for internal and external audiences
- Coordinate and oversee the production of a monthly newsletter sent out to the professional engineers' provincial and territorial licensing bodies
- Use highly developed graphic design and desktop publishing skills to develop and produce advertisements and brochures for a variety of Canadian Federation of Engineering Students events
- Play a key role in researching and writing communications materials for annual events, including the Annual General Meeting and the Canadian Engineers' Awards
- Liaise with the board of directors, media companies, printers, and members of the public

Media Analyst (*Four month contract: Aug. 2003-Dec.2003*)

Department of Justice: Ottawa, Ontario

- Conduct a daily review of newspaper clippings related to the Department and create summaries of important news coverage
- Research, write and edit communications materials on pertinent Department of Justice issues
- Work with members of the Communications Branch to create outgoing communications materials for clients and political leaders

Communications Analyst (*Four month contract: April 2003-July 2003*)

City of Ottawa: Ottawa, Ontario

- Wrote and edited communications materials for the City of Ottawa's Information Technology Services Branch
- Revamped existing communications materials to make clear, succinct, and concise
- Worked with members of the Information Technology Services team to create outgoing communications materials for clients

Corporate Communications Assistant (*One year contract: Feb. 2002-Feb.2003*)

Hydro Ottawa: Ottawa, Ontario

- Used Adobe PhotoShop, Illustrator and Quark XPress to create and design advertisements for community publications
- Researched, wrote and edited internal and external communications documents, including newsletter articles and customer letters
- Responsible for event planning: planned, organized and arranged Hydro Ottawa corporate events

CO-OP WORK TERM EXPERIENCE

Marketing and Communications Assistant (*Four month co-op work term: Sept. 2001-Dec. 2001*)

Human Resources Development Canada: Gatineau, Quebec

- Involved in researching, writing and editing corporate marketing materials; used Adobe PhotoShop and PageMaker to design and layout corporate publications

Communications Writer/Editor (*Two four month co-op work terms: May 2001-Aug. 2001, May 2000-Aug. 2000*)

Public Works and Government Services Canada: Gatineau, Quebec

- Wrote and edited articles for the Communication Branch's on-line newsletter; generated data for the PWGSC Photobank Project

Policy Branch Co-op Student (*Two four month co-op work terms: Jan. 1999-Aug. 1999*)

Agriculture and Agri-Food Canada: Ottawa, Ontario

- Created, designed and delivered PowerPoint presentations; worked extensively in Excel compiling data and calculating statistical formulas for a Tax Filer database

EDUCATION

Algonquin College, Ottawa (*Jan. 2003- Current*)

- Enrolled in the **Graphic Arts/Printing** (pre-press) certificate program
- Completed courses in Adobe Photoshop, Adobe Illustrator, and Flash

The University of Calgary, Alberta (*Sept. 1996-Dec. 2001*)

- **Bachelor of Arts in Communications Studies**
- Overall GPA 3.4/4.0
- Completed five work terms in the Co-op Program
- Participated in two over-seas Travel Study programs

AWARDS/ACHIEVEMENTS

- Photography award from Canada Council for the Arts
- “Instant” Award for making an outstanding contribution at PWGSC
- University of Calgary Dean's List
- University of Calgary Field School Award
- Mount Royal College Academic Student Scholarship
- Advanced High School Diploma with Excellence

SKILLS

Computer:

- Windows 95, 98, 2000, NT and XP
- Mac OS
- Microsoft Office Suite — Word, Excel, Access and PowerPoint
- Adobe PhotoShop, Illustrator and PageMaker
- Quark XPress
- Experience in creating web pages (www.deborahpasternak.com)
- Knowledge of HTML
- Adobe PageMill, Netscape Composer and Macromedia DreamWeaver

Communications:

- Strong written and verbal skills
- Excellent interpersonal abilities, including interviewing experience
- Experience in working with the public
- Ability to relate to and understand many different cultures

Language:

- Organize a bi-weekly French language club to practice oral skills (*Jan. 2004-Current*)
- Intermediate level language training, Alliance Française (*Sept. 2003-Jan. 2004*)
- Intermediate level French as a Second Language, Algonquin College (*Jan. 2002-April 2002*)
- Four years of French language training, Cochrane High School (*Sept. 1992-June 1996*)

RELATED TRAINING

- Enhanced Security Clearance
- HTML and Web Development Course
- Microsoft Outlook Training Course
- Photoshop Training Course
- Basic Health and Safety certification training – level one