

Jeanette Switzer

Portfolio: www.joycreated.com
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L4M4S4
D.O.B. 1977

Experience

2002- (current) **Freelance Web Design** – Joycreated.com Barrie, ON

- Joycreated offers professional and affordable web, photography and graphic design to the business community.
- We take the time to analyze client's needs and offer comprehensive solutions that get results.
- By using the most current technology and techniques, we design and implement solutions to meet the client's needs. View portfolio website for specific examples. <http://www.joycreated.com>

Nov. 2005 – March 2006 **Department of National Defence – CFTDC (Canadian Forces Training and Development Centre)** CFB Borden, ON
"E-learning Design, Web Development"

- Worked in a team environment developing multiple e-learning courses. Specifically working on the Vehicle Tech Vision course with the CFSME school.
- Used technologies such as Flash, Dreamweaver, Imageready, Photoshop to create interactive learning outcomes.
- Creation of Learning Objects for LOR (Learning Object Repositories) to meet instructional design outlines.
- Worked within strict HQ guidelines regarding development and deployment of material.

Jan. – May 2005 **Department of National Defence – CFMSS/CFDSS (Canadian Forces Medical Services School, Dental Services School)** CFB Borden, ON

"E-Learning Design, Web Development, Software & Hardware Support"

- Worked in a team environment to complete an intuitive e-learning solution for Physician Assistants' to update their medical skills nation-wide.
- Within an e-learning environment, presented complex educational material in a digestible, and manageable format.
- Installed, and used video editing software, digitized and produced a related video presentation.
- Exercised and developed self-management skills.
- Maintained excellent co-worker relations.
- Displayed competency installing and using Microsoft Office Programs.
- Provided trouble-shooting for software problems, and presented solutions.
- Helped in reformatting office computers.

2003-2004 **Department of National Defence – CFTDC (Canadian Forces Training and Development Centre)** CFB Borden, ON
"E-Learning Design and Web Development, Software Setup"

- Developed, and managed the building of several e-learning courses.
- Worked specifically with Cadet Instructor Cadre in Ottawa to develop Distributed Learning Curriculum for training.
- Project managed and directed co-op students in web tutorial development.
- Worked alongside strict HQ guidelines regarding development and deployment of material.
- Displayed competency installing and using Microsoft Office Programs.

Aided co-workers with software problems, and trouble-shooted network issues within office environment.

1999-2001 **Youth Leadership and Innovations** London, ON
"Event Planner, Administration, Website Monitor"

- Booked and planned Youth Leadership events nationwide.
- Managed administration duties in a fast paced office.
- Managed trouble-shooting and "seeded" new website developed as a portal for youth leaders across the country.

1998-1999 **Sail and Life Training Association** Victoria, BC
"Second Mate onboard the Training Vessel , Pacific Swift"

- As one of a crew of five, made educational sailing trips along the coast of and circling Vancouver Island.
- Responsible for navigation, sail training and testing, leading a watch of 10 students.
- Grew as a member of a team in a strenuous, challenging and constantly changing environment.
- Enforced a safe and challenging learning environment for students

Education

2002-2003 **Georgian College** Barrie, ON

- Post-Graduate Diploma in Web Design and Development
- Graduated with Honours, and as design award winner in the scholarship show.

2000–2002 **Heritage College** Cambridge, ON

- BA Religious Education
- Graduated with Honours and as winner of 7 graduate awards.

1997-1998 **Sheridan College** Oakville, ON

- Applied Photography

Certificates

- Microsoft Access Training Levels 1,2,3 2004 (Base Borden)
- WebCT Training Content Management System 2004 (Base Borden)
- Department of National Defence Defensive Driver
- WHMIS

Skills & Competencies

- Adobe Photoshop CS2
- Dreamweaver 8
- Microsoft Access, trained in levels 1,2, 3
- Microsoft Office XP
- Microsoft Excel XP
- Microsoft Word XP
- Microsoft Power Point
- Pinnacle Studio Video Editing Suite
- Adobe Imageready
- Adobe Illustrator
- WebCT Content Management System
- PHP and ASP programming
- Restricted Radio License (Marine)

Awards

- Mac Solutions Design Award, Scholarship show winner and participant Georgian College, On – Honours Graduate from Web Design Program
- Requested to represent Georgian College at a national “flash” technology event called, “Flash in the can”.
- Heritage College – Elsie M. Lawson Award, Gerry Benn Award, Pi Alpha Mu Honour Society, Lehman Strauss Homiletic Award
- Grade 8 Royal Conservatory Piano, Grade 2 Theory
- Ontario Superhost Program, Ontario Tourism Education Corporation