

RESUME

Michelle McCurdy, BFA

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Skills Summary

Experienced Instructor | Small Business Owner | Knowledgeable Computer Technician | Graphic & Web Designer | Proficient Communication Skills | Exceptionally Organized | Aptitude for Software

Qualifications

- Advanced training and work experience in the application and usage of software such as:
 - Adobe Design Standard CS4 using Photoshop, Acrobat; InDesign and Illustrator;
 - Adobe Web Standard CS4 using Dreamweaver and Flash;
 - WS FTP Pro;
 - FileZilla,
 - Smartboard's Notebook software.
 - Microsoft Office 2007 using Word, PowerPoint, Excel, Outlook, Visio, and the Access database program.
- Instructed on the following software:
 - Photoshop;
 - Dreamweaver;
 - HTML, CSS and XHTML;
 - InDesign;
 - Word 2003 and 2007;
 - Excel 2003 and 2007;
 - Windows Vista & XP operating systems.
- Created lesson plans for Web Development courses.
- Created a small business offering services in graphic and website design and development.
- Designed websites using HTML, XHTML and CSS programming languages.
- Created reports, newsletters and annual reviews using desk top publishing software.
- Applied graphic design principles to produce innovative and tastefully created print documents and web sites.
- Produced and maintained a quality manual for an ISO 9001 Quality Management System.
- Created customized PowerPoint presentations and backgrounds.
- Developed and maintained databases using Microsoft Access.

- Worked with both Mac and PC platforms as well as with the Windows and Linux operating systems.
- Committed to professional growth through the attendance of conferences, workshops and courses.

Education

Community College Education Diploma Program Graduated August 12, 2010

Nova Scotia Community College, Halifax, Nova Scotia

- Adult Learners with Disabilities
- Assessing and Evaluating the Adult Learner
- Designing Courses in a Learning Centered College
- Developing a Portfolio
- Facilitating the Adult Learner
- Mentoring – Reflective Practice
- Supporting Student Success
- The Dynamic Instructor
- The Learning Centered Community College
- Practicum for certification

Bachelor of Fine Arts (Interdisciplinary) with a Minor in Art History

January, 1985 – April, 1987 and September, 1999 – April, 2001

- Nova Scotia College of Art and Design, Halifax, Nova Scotia

Certification in Adult Education

September, 1990 – May, 1991

- Dalhousie University, Halifax, Nova Scotia

Certified Commercial Artist

September, 1984 – January, 1985

- Cabot Institute, St. John's, Newfoundland

Stenographer II

September, 1979 to June, 1980

- Holy Heart of Mary Business School, St. John's, Newfoundland

Certifications/Workshops/Courses

Introduction to Quark

1 day workshop, July, 1997

Keltic Learning Centers

How to Design Attention Grabbing Brochures

1 day workshop, April, 1997

MicroAge Learning Centre, Dartmouth, Nova Scotia

Microsoft Access Application Development

1 month training – June, 1996

EdVenture Computer Solutions Inc.

Priority Management Training

2 day workshop, October, 1991
SkillPath Seminars, Halifax, Nova Scotia

Custom Access 97 Module II

2 day workshop, August, 1991
MicroAge Learning Centre, Dartmouth, Nova Scotia

Successful Communication Skills for Women

Seminar, April, 1991
Fred Pryor Seminars

Dale Carnegie

1990
Dale Carnegie, Halifax, Nova Scotia

Employment

Faculty, INET 1000 Website Development I

September 2006 - present
Nova Scotia Community College, School of Applied Arts & New Media, Halifax, NS

Faculty, Online Learning for Website Development I; Human Resources and Communications for IT Industry

Winter & Spring 2010 – present
Nova Scotia Community College, School of Applied Arts & New Media, Halifax, NS

Instructor, soft business skills, various software packages.

April, 2010 – present
CTC TrainCanada, Halifax, NS

Instructor, Photoshop | InDesign | HTML | Computer Literacy | Word 2003 and 2007 | Excel 2007 | Dreamweaver | PowerPoint 2007

January, 2009 – April, 2010
Computer Training at Dalhousie, Halifax, NS

Administrative Assistant, Curriculum

February 14, 2006 – March 31, 2006
Nova Scotia Community College, School of Trades and Technology, Halifax, NS

Evening Instructor, Website Development: Basics & Beyond

September, 2005 - Present
Nova Scotia Community College, IT Campus, Halifax, NS

Small Business Owner**Graphic Designer/Website Developer**

June, 2002 - Present
WebWave MultiMedia, Lake Echo, NS

Graphic Designer/Multimedia Specialist (Communication Division)
Administrative Assistant (HR and Marketing & Communications)
Administrative Assistant/CSR (ISO 9000 Program)

May, 1993 – March, 2005
InNOVAcorp, Dartmouth, NS

Computer & Keyboard Instructor

January – March, 1993
Compu-College, Halifax, NS

Computer Software, Hardware & Keyboard Instructor

September, 1990 – March, 1995
YWCA, Halifax, NS

Executive Assistant/Office Manager

May, 1987- October, 1992
Proactive Consultants Limited, Halifax, NS

Employment Placement Officer

Summer employment 1986 and 1987
Norrell Services, Halifax, NS

NSCC Activities

Great Teacher's Conference

April, 2010
Nova Scotia Community College, Halifax, NS

On-line Learning Committee

May 4, 2009 – June 19, 2009
Nova Scotia Community College, Halifax, NS

Course Design for Flexible Learning – Pilot Project

May – June, 2009
Nova Scotia Community College, Halifax, NS

Exploring Learning Technologies

January – March, 2009
Nova Scotia Community College, Halifax, NS

Strengths Workshop

October, 2008
Nova Scotia Community College, Halifax, NS

Adjunct Faculty Group

January – November, 2008
Nova Scotia Community College, Halifax, NS

Other Activities

Skills Canada Web Site Development Judge

April 23, 2009 and 2010

Skills Canada, Dartmouth, NS

Communications Committee, Website

2003 - Present

Orenda Canoe Club, Lake Echo, NS

Fundraising Committee

2006-2007 term

Halifax County Girls Choir, Dartmouth, NS

References

Available upon request

Working Portfolio

Available upon request