

Patricia Abbott

#7 – 930 Chilco Street
Vancouver BC V6G2R4
604 787 3571
info@watersmedia.com
www.watersmedia.com



Experience

Water's Edge Media

2002 - present, Vancouver BC
Designer, Programming, Project Manager
www.watersmedia.com

Working on a freelance basis with clients to produce and manage print and web design projects.

Responsibilities include:

- Initial and ongoing Client meetings
- Developing project proposals
- Designs from concept to completion
- Search Engine Optimization techniques
- Logo creation

Ipsos Reid - North America

2006 - present, Vancouver BC
Web Services Team Lead/Web Designer

Working as the Marketing Services Unit team lead I organize and lead major web initiatives. I provide web design support for all Ipsos employees internationally.

Responsibilities include:

- Design mockups for existing and new projects
- Updates to websites using Cascading Style Sheets
- Create web banner ads
- Manage web team members workflow

Canadian Cancer Society

2004 - 2006, Vancouver BC
Web Administrator & Designer
www.bc.cancer.ca

Worked with the communications and marketing department on marketing materials. Technical lead responsible for the implementation of directives to maintain the web site and online fundraising.

Responsibilities include:

- Development and implementation of Intranet
- Creation of a visual identity system
- Managed web updates using a CMS
- Organized training session for web admin's across Canada in Toronto
- Helped with editing and creating promotional material

College of the Rockies (contract)

2003, Cranbrook BC
Computer Teacher/Web Tech/Graphic Designer

Responsibilities include:

- Creation, implementation, and marketing of the Community Access Program
- Taught classes and individuals computer and internet usage skills
- Produced handouts and training materials
- Transferred over existing html pages into XHTML and ASP templates
- Updated course database

Driven Media (contract)

2003, Cranbrook BC
Project Manager
www.driven.ca

Managed a group of designers and programmers throughout the creative process on a variety of different projects.

Responsibilities include:

- Implement a project management system
- Created and implemented project requirements and signoff forms
- Successfully increased the level of productivity

Online Ad Design

2003 -2004, Vancouver BC
Interface Designer

Working with a multi-disciplinary development team I developed several company websites in HTML and ASP.NET framework as well as software interfaces.

Responsibilities include:

- Creating company website (not currently online)
- Designed custom interfaces for ad software
- Organized and designed training material
- Took part in everyday Quality Assurance Testing using a custom QA software

Institute of Indigenous Government (contract)

2003, Vancouver BC

Project Manager

Led a group of new media professionals to the successful completion of an interactive cdrom and promotional video that is currently being used to recruit students.

Responsibilities include:

- Created and updated project documentation
 - Supervised photo and video shoots
 - Conducted client and group meetings
 - Organized quality assurance testing
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Education

Emily Carr Institute of Design, 2005

Design for advertising - course

Vancouver Film School, 2002

Certificate in New Media studies

College of the Rockies, 2001

New Media program

College of the Rockies/Okanagan University College, 1997 -2000

Three years completed into a degree in history

Revelstoke Secondary School, 1996

High school diploma

Tool & Capabilities

Project Management

Microsoft Word, Excel, Adobe Acrobat, PowerPoint, Access, MS Project, Fetch, Toast, Vignette, Kintera.

Graphics and Illustrations

Adobe Photoshop, Illustrator, Macromedia Fireworks, Dreamweaver, Flash, Director, Homesite, TopStyle.

Coding Language:

HTML, JavaScript, CSS, DHTML (some ASP.NET & PHP)

Operating Systems

MacOS, Windows 98/NT/2000/XP

Additional Courses/Experiences

- Digital Photography Course – Focal Point School of Photography
- Design for Advertising - Emily Carr Institute of Art & Design
- Volunteered for Canadian Broadcasting Corporation's (CBC) 50th Anniversary Celebration
- Customer service training with Overwaitea/Save On Foods
- Peer tutored a young girl with epilepsy