

Highlights of Qualifications

- Mac OS X & Windows Operating Systems, & Web Browsers (Chrome, Firefox, Safari, Explorer).
- Excellent knowledge of Adobe Creative Cloud (Photoshop, Illustrator, etc) & Microsoft Office Suite (Word, etc)
- Graphic and Web Design & Maintenance - Wordpress & Drupal, HTML, CSS, & web programming.
- Development of mock-ups and prototypes, wireframes and content style guides for web and print designs.
- Writing and Design experience for various print and digital (web & social) media.
- Experienced with Social Media- Facebook, Twitter, Instagram, Tumblr, YouTube, Pinterest, MailChimp & more.
- Development & implementation of communication strategies/plans for non-profits/community organizations.
- Passionate, collaborative, determined, quick learner, self-directed, creative, detail-oriented, reliable, resourceful.
- Excellent Communication Skills, Design & Web Skills, Time Management and Organizational Skills.
- Experience writing & sending press releases, research, liaising with media, maintaining media lists, & being a spokesperson.
- Event/Meeting Management & Planning, including use of various outreach strategies
- Budgeting, Process Invoices & Payments and facilitation of fundraising campaigns.

Professional Experience

GRAPHIC & WEB DESIGN

Freelance, Victoria Barnett

2010 - Ongoing

- 5+ years in UI/UX web & graphic design project coordination & content creation from concept to final product
- Experience with design conceptualization and process, wireframes, accessibility and brand consistency.
- Able to liaise professionally with clients for project coordination, contracts, assessment, final product & training.
- Projects have included: websites, posters, flyers, social media communications, infographics, reports, campaigns. Online portfolio available: victoriabarnett.com.

Programming Coordinator

Ontario Public Interest Research Group (OPIRG) YORK

2012 - 2015

OPIRG York is a student run social justice and environmental education and action organization at York University. I trained students and volunteers in facilitating effective programming & outreach. Responsibilities included:

- Outreach, Communication & Networking (in person & online) with students/volunteers & administration.
- Recruitment, orientation, placement and training of volunteers, including supervision, tracking & evaluation.
- Developed & managed OPIRG York programming, events & trainings, and main support for OPIRG Action Groups
- Maintained & produced web content, social media, posters, pamphlets, outreach materials, and mailing lists.
- Trained & facilitated volunteers in consensus Decision-Making, Organizational Development, & Anti-Oppression.

Applications Support Specialist

Learning Technology Services, York University

2009 - 2011

- Resource person for faculty, teaching assistants and university staff across all university departments by providing technical assistance with learning technologies in-class, by phone, email & walk-in clients.
- Coordinated in-person hands-on training for clients in website & content management software, eLearning tools, multimedia services, university software and hardware applications as well as technical tools and services.
- Responsible for application testing, written documentation, website updates/creations, & in-person support.

Learning Technology Support Assistant

Learning Technology Services, York University

2008 - 2009

- Responsible for responding to faculty and staff queries across all university departments, regarding courseware, websites and other university technology services and supports.

- Responsible for product/content creation, duplication, back-up, migration, as well as being in direct contact with clients about their requests in regards to learning management software.
- Responsible for assisting with website creation, updates, and client training on software.
- Assisting with and writing of technological documentation of services, facilities & programs for the LTS office.

Media Productions Assistant

Faculty Support Centre, York U

2008 - 2009

- Responsible for creation, troubleshooting & training for Online course management systems (Moodle & WebCT) for faculty and staff across all university departments.
- Coordination/creation of screen-capture video tutorials & written documentation training for all staff & clients.
- Providing assistance with website creation/maintenance, video recording, file transfers, and other office duties.

Photographer/Videographer, Web Editor & Office Assistant

Student Community & Leadership Development, York Is U, York University

2006 - 2008

York Is U provides students with engagement opportunities through participation in student leadership roles. My role was to highlight this work and maintain an archive of all materials:

- Created posters & outreach materials using style guidelines, and maintained/designed web graphics & layout.
- Photographed and recorded all special events, meetings and trainings.
- Created a new form of advertisement for the program: video commercials.

Layout & Web Editor/Collective Administrator

YU Free Press Newspaper, York University

2008 - 2011

- Created and managed full newspaper layout, as well as post and pre production of the newspaper.
- Web designer, coordinator and content updater, & advertisements/outreach materials designer & coordinator.
- Signing authority and bank administrator, including bank records upkeep & invoice processing

Volunteer Experience

- Designer & Social Media Coordinator, Jane Finch Action Against Poverty, 2012- Current
- Coordinator/Facilitator, Social Justice Open Studio Toronto, 2013 - Current
- Coordinator (Outreach & Promotions), Future Design Lab at Allied Media Conference Detroit, 2013-2015
- Designer & Social Media Coordinator, Justice for Mahjoub Network, 2012 - 2015
- Social Media Liaison/Website Editor, TCMN/CSN Toronto, 2010 - 2011
- Social Media & Web Designer & Spokesperson, Toronto Stop the Cuts Network, 2010 - 2013
- Student Co-Chair, Sustainability Council, York U, 2009 - 2010
- Layout & Web Editor/Collective Administrator, YU Free Press York U, 2008 - 2011
- President & Finances, Fair Trade Coalition, York University, 2007 - 2009
- Campus Life Director, York is U, York University, 2007 - 2008
- Fair Trade Convener/Designer, Sustainable Purchasing Coalition, York U, 2005 - 2009

Education

Certificate, Digital Media Skills

Ontario College of Art and Design (OCAD) University

2013 - 2015

Certificate, Web Design, Development & Maintenance

Humber College

2011 - 2012

Honours BA, International Development Studies

York University

2005 - 2009

Advanced, Spanish Language

Spanish Centre, Toronto ON

2015 - 2016

References

- Available Upon Request.