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# j a m i e m y e r s

## R é s u m é

		Skill level	High	Good	Med
<b>Address:</b> Apt. 10, 2083 West 3rd Ave, Vancouver	Word		✓		
<b>Tel Home:</b> 604 730 8822	PowerPoint		✓		
<b>Tel Cell:</b> 604 710 0732	Excel		✓		
<b>E-mail:</b> jjmyers@telus.net	Photoshop, InDesign, QuarkXPress,		✓		
<b>Web:</b> <a href="http://www3.telus.net/public/jjmyers/">http://www3.telus.net/public/jjmyers/</a>	Illustrator, Visio, Dreamweaver, Acrobat				✓
	Confident in PC and Apple platforms, 50 wpm touch typist				

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I am currently the Editorial and Graphic Design Coordinator at the University of British Columbia, Faculty of Forestry, producing books, posters and newsletters in addition to designing online and hard copy newsletters and retouching photos for the BC Cetacean Sightings Network at the Vancouver Aquarium.

I have five years experience as a contractor in graphics, presentations and desktop publishing. Starting in publishing in 1999 I moved on to work for several City of London financial institutions in the UK and am an expert user of Microsoft Word, PowerPoint and Excel, as well as Photoshop and InDesign and am capable in QuarkXPress, Visio and Dreamweaver. I am confident on both PC (XP and NT) and Apple (OS9 and OSX) platforms and am a touch typist. In addition to layout and typesetting skills, working for international financial institutions has given me significant expertise in creating charts from complex data sources in Excel and editing documents where the original authors' first language was not always English.

I have thrived in high pressure environments with tight deadlines creating presentations, large, high quality documents and graphic banners, posters, flyers and newsletters for HTML and print distribution across Goldman Sachs and Fitch Ratings. I have also developed Word and Visio templates for global rollout and acted as software support to analysts and secretaries. My portfolio is available on request.

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### Previous Work Experience

- Goldman Sachs** *Asset Management, July 2003 – February 2004*  
Assisting in production of wide range of documents using QuarkXPress, Photoshop, Word, Excel and PowerPoint. Creation of new word templates for global rollout and powerpoint design elements to match existing corporate styles. Creation of banners for HTML documents to be e-mailed firmwide.
- KPMG** *Corporate Recovery, Presentations, June 2003 – July 2003*  
Formatting of text and creation of diagrams for hard copy and onscreen presentations in Excel and PowerPoint. Software support to analysts.
- Goldman Sachs** *Fixed Income, Currency & Commodities, Presentations, February 2003 – June 2003*  
As previous Goldman Sachs duties (see below) plus acting as software help desk to analysts and creation of new word templates and Visio stencils.
- Fitch Ratings** *DTP, December 2002 – February 2003*  
Formatting of text and creation of diagrams in Word, Excel, Visio, PowerPoint and Corel Draw for uploading onto Fitch's client website. In addition to the above I created a range of Visio stencils, trained staff in their use and produced Best Practice documents in order to aid standardisation of diagrams for publication.
- Goldman Sachs** *Investment Banking Division, Presentations, February 2000 – November 2002*  
Working with bankers and analysts in preparing large documents in Word and PowerPoint for presentation to Blue Chip and Government clients usually to tight deadlines. This entailed the creation of complex charts and data in Excel, creation of Acrobat PDF documents, image manipulation in Photoshop and design of graphics in Visio and Corel Draw software packages.
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<b>Phoebus Editions</b>	<i>November 1999 – January 2000</i> Editorial Assistant, scanning and preparing material for publications including image manipulation in Photoshop, picture and editorial research, page layout in QuarkXPress, liaising with writers and designers.
<b>Royal Opera House</b>	<i>PA to Brant Associates' Claims Consultant, September 1998 – October 1999</i> Photographing project, researching and representing information graphically and pictorially using Excel, Photoshop, QuarkXPress and PowerPoint, often to tight deadlines. Copy typing, composing letters, creating and maintaining a digital photographic database of progress.
<b>Various Temporary Assignments</b>	<i>February 1998 – September 1998</i> Secretarial/PA temp placements including: Woman's Own (Features Dept), Eurostar (Marketing) & Woolworth's Head Office (Merchandising).
<b>Hammerhead Music</b>	<i>March 1989 – February 1998</i> Owner of record shop: Included supervision of staff, databasing of records, tapes and CD's, preparing cashflow forecasts and profit/loss accounts, extensive knowledge of music and copy and design of adverts for national press placement.
<b>Music and Video Exchange</b>	<i>June 1985 – January 1989</i> Buyer/Manager

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## Education

<b>London Guildhall University, 1982 – 1985</b>	<b>Higher National Diploma:</b> Musical Instrument Technology <b>City and Guilds Certificate:</b> Keyboard Technology
<b>University College School, 1972 – 1979</b>	<b>A' Levels:</b> Geography, Economics and History <b>O' Levels:</b> Maths, English Literature, English Language, French, Biology, Economics, History, Geography

## Other Short Courses

<b>Mac University 1999</b>	Design foundation Photoshop foundation
<b>Ravensbourne College of Design, and Communication 1998</b>	Sound Recording for PSC & Digital Acquisition

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## References

<b>Kerrie Livingstone</b> <i>(Manager, Desktop Publishing Group, Goldman Sachs Asset Management)</i> Chrischurch Court 10 - 15 Newgate Street, London, EC1A 7HD	<b>Fiona Knapp</b> <i>(Director, Devonshire Appointments)</i> 13 Austin Friars, London, EC2N 2JX
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## Hobbies and Interests

Scuba diving, music composition and photography (see my website for examples of photography).

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