

Dana Petric

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< My goal is to create materials that communicate ideas in a concise and informative way.

Computer Skills

- **Word Processing:** Word 2010, PowerPoint 2010, Visio 2010, FastStone Capture, Adobe Acrobat 9 Pro
- **Graphic Design:** Photoshop CS5, Corel Draw x4
- **User Help Guides:** Robohelp 7, MadCap Flare 6, Webworks ePublisher 5, Adobe Captivate 5
- **Web Coding:** HTML 4.01, XHTML 1.0 and CSS 2
- **Blogging/Social Media:** WordPress, Facebook, Twitter

Other Skills

- Writing, proofreading/editing, creative thinking
- Quick learner
- Excellent time management, organizational and communication skills
- Work well under pressure, and detail-oriented

Education

2009-2011	Associate Certificate Technical Writing	BCIT
1989-92	Theatre Arts Diploma	George Brown College
1980-83	Literature/Writing Major (Partial Degree)	UBC

Current Projects

July/2012 (contract)	Beveragist Co. (96 McGregor Crescent, Ancaster, Ontario) Web Developer <ul style="list-style-type: none">▪ Developing and designing a beverage website▪ Content editor
2009-Present	Eric Neighbour Gardening Service (1600L Beach Ave, Van, BC) Web Developer/Writer <ul style="list-style-type: none">▪ Writing a gardening procedure manual▪ Developing a garden website

Other Projects

mid-2007-2009	Maternity Leave
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Contract Work with Hunt Personnel/Temporarily Yours

May–Sept/07	Port Metro Vancouver (100-999 Canada Place) Admin Assistant (Real Estate) <ul style="list-style-type: none"> ▪ Implementing streamlined database information forms ▪ Scanning and creating pdf documents for e-filing and email distribution ▪ Liaising with various departments to coordinate mass mailings ▪ Updating spreadsheet information ▪ Scheduling meetings ▪ Writing meeting minutes
March–April/07	Mercer Consulting (900-550 Burrard Street) Admin Assistant (Pensions) <ul style="list-style-type: none"> ▪ Preparing pension form letters ▪ Updating spreadsheet information ▪ Organizing files and dispersing information ▪ Scheduling meetings
March-Nov/05 and Oct-Dec/03	Heenan Blaikie (2200-1055 W Hastings Street) Corporate Securities Legal Assistant <ul style="list-style-type: none"> ▪ Preparing IPO documents ▪ Tracking multiple document versions ▪ Scanning and creating pdf documents for e-filing and email distribution ▪ Researching business info on SIDAR & EDGAR systems ▪ Organizing files and dispersing information
Oct-Dec/04	Ogilvy Renault (666 Burrard Street) Labour Law Assistant <ul style="list-style-type: none"> ▪ Preparing contracts for labour negotiations ▪ Organizing files and dispersing information ▪ Scheduling meetings and appointments ▪ Making travel arrangements

Creative Writing Projects

Feb–Sept/2006	“Run Me Down” (Vancouver Fringe Show 2006) <ul style="list-style-type: none"> ▪ Responsible for writing, producing and publicizing show ▪ Meeting show deadline and performing
Feb–Sept/2003	“Simone Says” (Vancouver Fringe Show 2003) <ul style="list-style-type: none"> ▪ Responsible for writing, producing and publicizing show ▪ Meeting show deadline and performing

< Technical Writing Portfolio and references available upon request