

JULIE FORGET

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PROFESSIONAL PROFILE

Strong project management skills. Excellent ability to express thoughts clearly and effectively both orally and in writing. Extensive experience with Microsoft Office applications and Internet communication, Dreamweaver, Photoshop, QuarkXPress, InDesign and Acrobat. Research, creative, deadline-oriented individual with outstanding decision-making skills. Able to produce under pressure, in a team environment or working independently.

OBJECTIVE

Seeking to become an active member of a highly productive and creative professional team in the communications field where my skills as an experienced project manager, public relations professional and editor with eight years of experience would be utilized at the highest level.

RELATED EXPERIENCE

May 2008 – September 2008

Copy Editor - sports, The National – Abu Dhabi, UAE

Worked part-time on a busy sports desk for the United Arab Emirate's newest English-language newspaper.

- Researched news wires for relevant copy; edited for accuracy, style and space; designed pages; wrote headlines, sub-headlines and captions.

May 2004 – March 2008

Media Guide Editor, Canadian Olympic Committee – Various locations

Took the lead role in planning, developing, and creating the Canadian team media guides for the 2006 Olympic Winter Games and the 2007 Pan American Games. Coordinated translation, printing, and the website through effective project management which saw both projects delivered on time and on budget.

- Worked closely with stakeholders from national sport organizations to ensure that information on their sport and their athletes was relevant and correct. Also worked with personnel from different departments within the Canadian Olympic Committee to ensure that their information was presented correctly.
- Interviewed and researched athletes, wrote biographies and sport descriptions, selected and edited photographs, compiled results, completed page lay-outs.

April 2002 – March 2008

Freelance Communications Specialist – Various Locations

Managed a home-based communications business specializing in web site design and maintenance, desktop publishing, media relations, writing and editing.

- Planned and created cleaner, simpler and more effective websites for Alpine Canada Alpin and Bobsleigh Canada that resulted in increased site visitations, and also planned and created a media intranet site for the 2005 World Aquatic Championships that was updated daily throughout the event to service the needs of the media.
- Wrote articles for both magazines and newspapers covering sport, business and the arts.
- Commended for efficiency, attention to detail and adaptability.
- Acquired contracts through effective networking skills and proven reliability.

August 2004 & February 2002

Games Publications Officer, Canadian Olympic Committee –

Athens, GRE & Salt Lake City, USA

Worked collaboratively with a translator and photographers to produce a daily bilingual newsletter in both print and web formats for the Canadian delegation at the 2004 and 2002 Olympic Games.

- Solely responsible for final content, design, layout and production.
- Contributed to other communications team activities as needed.

June 2000 – April 2002

Manager of Communications, Canadian Sport Centre Calgary - Calgary, AB

Created and implemented a multitude of new communication tools that resulted in increased exposure for the Centre.

- Developed annual communications plans; prepared both external and internal communications including press releases, newsletters, and annual reports.
- Responsible for all of the Centre's dealings with the local and national media; answered information requests, scheduled interviews with our CEO, athletes and coaches, and hosted press conferences and press tours of the Centre's facilities.
- Planned and created a new bilingual website that increased traffic by over 400%.
- Coordinated projects with several stakeholders and design consultants while ensuring that both deadlines and expectations were met.

OTHER WORK EXPERIENCE

2000-2001: **Administrative Assistant**, National Coaching Institute, Calgary, AB

1997-1999: **Customer Service**, University of Calgary Campus Recreation, Calgary, AB

1997-1998: **Retail Sales**, Mountain Equipment Co-op, Calgary, AB

1994-1997: **Customer Service**, U of C Outdoor Program Centre, Calgary, AB

EDUCATION

1999-2000 Master of Arts, Journalism (Honours)
University of Western Ontario, London, ON
Specialization: New Media

1993-1997 Bachelor of Kinesiology (Honours)
University of Calgary, Calgary, AB
Named to Dean's list for high academic achievement

2002-2005 Level Three French diploma
Language Studies Canada, Montréal, QC

KEY TECHNICAL SKILLS

Desktop publishing: Adobe InDesign, InCopy, Photoshop, Acrobat; QuarkXPress
Web design Adobe DreamWeaver, FireWorks; FTP; Content Management
MS Office Word, Excel, Publisher, PowerPoint, Outlook, Access