

JULIE FORGET

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OBJECTIVE

Seek opportunity to gain experience and utilize my passion and enthusiasm for sport, healthy living and effective communications developed over 10 years.

RELEVANT EXPERIENCE

May 2004 – Present

Media Guide Editor, Canadian Olympic Committee – Dartmouth, NS

As an independent contractor, I was solely responsible for managing the design and content of the media guide for the Canadian team at the 2004 Paralympic Games, 2006 Olympic Winter Games and 2007 Pan American Games. I am currently working on the media guide for the 2008 Canadian Olympic team.

- Work includes: interviewing and researching athletes, writing biographies and sport descriptions, compiling results, coordinating translation, designing the look and feel of the guide and liaising with the printing company.
- Commended for bringing fresh approaches, efficiency, attention to detail, sport knowledge and adaptability.

July 2005

Webmaster, 2005 World Aquatic Championships - Montréal, QC

Created and maintained a media intranet site for international media covering the 2005 World Aquatic Championships.

- Updated results, athlete quotes, medal standings and press conference announcements daily during the event.

August 2002 – January 2006

Webmaster, Alpine Canada Alpin – Montréal, QC

As an independent contractor, I completely redesigned and maintained this bilingual website through the use of .ASP technology and HTML programming.

- Posted athlete biographies, results, news stories, special event pages and more.

August 2004 & February 2002

Games Publications Officer, Canadian Olympic Committee –

Athens, Greece & Salt Lake City, USA

Worked collaboratively with a translator to produce a daily newsletter – both print and web, for the Canadian team at the 2004 and 2002 Olympic Games.

- Solely responsible for final content, design, layout and production.

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 and for its athletes and coaches.

- Increased web site traffic by over 400%.
- Utilized desktop publishing, interviewing, writing and editing skills to produce a variety of documents that raised the profile of the Centre in Calgary and throughout Canada.
- Coordinated projects with several departments and design consultants while ensuring that both deadlines and expectations were met.
- Promoted to full-time Manager of Communications from freelance contractor within first year.

EDUCATION

Master of Arts (Journalism)–University of Western Ontario (May 1999–April 2000)

Bachelor of Kinesiology (General) - University of Calgary (1993-1997)

- Named to Dean's List for high academic achievement, 1997

Level Three French – Language Studies Canada (May 2002 – 2005)

COMPUTER SKILLS

- Desktop publishing (InDesign, QuarkXPress, Adobe Acrobat).
- Web design (DreamWeaver, FireWorks).
- Digital imaging (PhotoShop).
- MS Office (Word, Excel, Publisher, PowerPoint).
- Digital audio voice editing, digital video editing.

PERSONAL INFORMATION

- Competitive outrigger canoe and dragonboat paddler from 1996 - 2002; Competitive rower from 1991 – 1995; Recreational telemark skier, paddler, swimmer, hiker, runner and cyclist.
- Former rowing coach at the introductory, recreational and competitive levels.
- Traveled throughout England, Western Europe, Peru, Bolivia, Canada and the USA.
- Dual Citizenship with the United Kingdom and Canada.