

SUMMARY

Experienced, computer literate individual with over 20 years of small business management experience and 14 years of professional driving experience seeking a part-time driving position with COMPANY as a Bus Operator.

HIGHLIGHTS OF QUALIFICATIONS

- 13 years of professional driving experience with COMPANY.
- 24 years of management and public relations experience with COMPANY.
- Over 22 years of strong computer and administrative skills.
- Problem solving troubleshooter; fluent communicator; team player.

ACHIEVEMENTS

- 2000 Acquired COMPANY® to become Owner/Operator
- 1998 ***Yahoo! Website of the week** Week, January 9th, 1998 for WEBSITE, which draws over 100,000 unique visitors per year. WEBSITE was honoured to receive a 4 Star Website rating in the September/October 2000 issue of Sympatico NetLife - Canada's Home Internet Magazine. Featured in the Dec 11 Technology Section of The Montreal Gazette in David Zgodzinski's article - **Coin collectors change the Web**. Also featured on CBC radio1 with Mitch Taylor. [1]*
- 1990 1990 Recipient of the **Ontario Minister's Award for Outstanding Business Achievement.**

EXPERIENCE

- 2002 - Present **Mail Service Courier/Shuttle Driver**
COMPANY.
- 2000 - Present **Owner/Executive Director**
COMPANY®
- 1997 - 2015 **Webmaster**
Developer of the Yahoo! Award Winning "**WEBSITE**"
Concepts - Creation, Consultation and Training, JavaScript integration, HTML, Dreamweaver, Microsoft Expression Web 4, QuickTime video, image editing: Photoshop, Adobe CS5 & [Creative Cloud](#).
- 1991 - 2000 **Manager**
COMPANY®
Event public relations, Streamlined company invoicing and accounts payable procedures by implementing a computerized accounting system. Developed website and Internet advertising. Produced marketing materials and business correspondence.
- 1988 - 1996 **Proprietor**
COMPANY
Created and established a professional music technical service company, that provided sound systems, staging, and technical services to Toronto's entertainment industry. COMPANY served Canada's most important recording studios, television studios, production houses, and other professionals. -Sample Projects: **PROJECT; PROJECT**. Negotiated company financing with major Canadian banks. Hired, trained, and supervised employees; staff scheduling and payroll.

EDUCATION

- 1999 Adult Continuing Education Student at **COLLEGE**: Adobe Photoshop, Microsoft Access database programming, and public speaking with confidence.
- 1997 Graduate of **Digital Media Studio's "Computer Applications for Webmasters,"** an intense program of study designed to investigate all facets of World Wide Web site creation and maintenance.
- 1994 Pilot student at Toronto's City Centre Airport. **First solo, Sept 1994.**
- 1987 - 1988 Music major, psychology minor. **UNIVERSITY**, Ontario.

References available upon request.