

SHANNON OAKE

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- Ability to handle multiple tasks at once.
- Ability to thrive under deadline pressure.
- Solid understanding of marketing and communications
- Ability to conceptualize, design and produce strong promotional items such as websites, videos, logos, and brochures.
- Resolved technical problems, installed and maintained computers and peripheral equipment.

WORK EXPERIENCE

Marketing Coordinator & Designer, Pure Marketing & Design, Clarenville, *Oct '06 to Present*

Duties include: working closely with owner and clients to review client situation and develop and implement marketing strategies; conceptualize and produce various marketing materials including web, print, signage, multi-media, etc. Providing technical support as needed.

Promotional Coordinator/Web designer, Town of Clarenville, *Apr '06 to Present*

Duties include: Developing promotional items such as Newsletters, slideshow presentation, posters, booklets, signs, newspaper ads, and other designs as required; Created a new website for the Town of Clarenville; Marketing and promoting the Town of Clarenville; Providing technical support as needed.

Graphic Designer, 4-H Provincial Council, Clarenville NL, *Sept '04 to July '05*

Duties included: Developed promotional items such as provincial website, video, brochure, booklet, and other designs as required.

Graphic Designer, Signs 1st, St. John's NL, *May '04 to Aug '04*

Duties included: Demonstrated use of print machines and vector graphic design programs for logo reproduction, signage, and decorative vehicle decals.

EDUCATION

- **Computer Support Specialist Diploma**, College of the North Atlantic, Clarenville NL – 2002. Graduated with Honours.
- **Multimedia Internet Development Diploma**, College of the North Atlantic, Clarenville NL – 2000
- Human Resources Management, Strategic Planning Workshop – 2004
- Basic Business Knowledge Seminar - 2002

SKILLS

- Proficient in numerous computer programs including Adobe Photoshop and Illustrator, Corel Draw, Macromedia Flash and Dreamweaver, Sound Forge, and QuarkXPress.
- Ability to operate Microsoft operating systems in addition to Novell and Unix operating systems.
- Performed computer maintenance and technical troubleshooting as well as installed various computer devices.
- Devised, installed, and maintained Ethernet LAN/WAN computer network systems, Internet/Intranet connectivity, workgroup LANs, network standards and topologies, TCP/IP, and SMS.