

EXECUTIVE SKILLS SUMMARY

- ⇒ Former Traffic Commentator – CBO Radio – 5 years and Radio Announcer - Private radio – 5 years.
- ⇒ Write, edit, and proof communications: Radio / TV commercials & Public Service Announcements, corporate video scripts, media releases, communications plans, courseware, marketing collateral, print advertising copy, proposals, reports, letters / e-mails, PowerPoint presentations, newsletters and articles etc..
- ⇒ Narrator / Actor – on and off-camera for corporate videos, CD-ROMs, Websites, radio and TV commercials, on-hold & voicemail.
- ⇒ Certified Instructor / Facilitator – Langevin Learning Services; instructor and course designer for "Becoming a Voice Actor" course.
- ⇒ Excellent telephone and interpersonal communications skills.
- ⇒ Plan, coordinate and / or M.C. small or large-scale events such as courses, concerts, trade show booths, workshops, seminars, presentations, meetings, media events etc..

ACHIEVEMENT HIGHLIGHTS

- Voicemail and 'on-hold' voice for Rogers Canada, National Gallery of Canada, Canada Post, CIBC/President's Choice Financial / Amicus, The Shopping Channel, Ottawa Int'l Airport, plus many others for 20+ years;
- Writer and teacher "Becoming a Narrator" course at Algonquin College – Winter 2010/11; Fall 2011; Winter 2013 and "Becoming a Voice Actor" privately – Fall 2013 and 2014, spring 2014 and 2015;
- Wrote and delivered Narration Basics courses; coach individuals in vocal development and presentations;
- Wrote script for the Natural Resources Canada program "Geomapping for Energy & Minerals" recruitment video;
- Wrote English script and produced English and French radio Public Service Announcements for the "Aboriginal Treaties" Exhibition – Library and Archives Canada;
- Wrote and narrated 2 television commercials for a hi-tech training company; and one for a Halifax law firm; wrote corporate videos for the National Capital Commission, Canadian Tire and Royal Bank;
- Narrated 2 ACTRA award-winning radio programs – "The Romance Novel" – CBC "Ideas" and "The Plague" – CHEZ-FM;
- Coordinated a 9-city media launch of a major research publication garnering 150 media exposures within 24 hours;
- Coordinated media exposure and made presentations on behalf of ACTION PARAMEDICS, which secured funding and petition names, assisting in successfully bringing Paramedics to Ottawa-Carleton;
- First female radio announcer in Castlegar, B.C.

FREELANCE NARRATION, WRITING & ON-CAMERA WORK

1989 – Present	Virtual Receptionist – Voice-mail and On-Hold services, COHM Technologies. Clients include Rogers - ('Melanie' - Pay As You Go, 'Susan' - Shopping Channel, CIBC Visa/PC Financial), Canada Post, Chapters Indigo, Chateau Whistler Resort, National Gallery of Canada plus many more.	
2015	Virtual Receptionist - Parry Communications Systems Virtual Receptionist - Billet Precision Systems	Voices.com In-house production
	Video Narrator – Web video – "International Anti-Cartel Day" - Competition Bureau - R&D Creative - Bartmart Voice Actor – "Stick Mom" – Animated video for "Online Mail" & "CRA's Mobile App" - Canada Revenue Agency – R & D Creative General Assembly Production Centre (G.A.P.C.)	
2014	Video Producer – Military Personnel Management Capability Transformation (MPMCT) / Guardian Dept. of Nat. Defence Narrator – Fall 2014 Webinar – MPMCT: <i>Changing the Way we do Business</i> Narrator – Four 'callers' with varying accents – Service Canada	DND General Assembly (G.A.P.C.)
2013	Video Narrator – "Welcome to Canada" – Canada Border Services Agency – R&D Creative On-Camera – Senior Nurse – "Disruptive Behaviour" Canadian Medical Protection Association (C.M.P.A.)	Bart Mart Productions G.A.P.C.
	Video Narrator – SAMSCA: Long MOA – Otsuka Canada Pharma. Inc. Narrator – Animated training video – National Defence Narrator / Avatar – "Online Training" - National Defence	G.A.P.C. G.A.P.C. G.A.P.C.
2012	Web Video Narrator – "How to...for cars" On-camera Actor – "Head Nurse Elizabeth" – "The Dream Team"	Bart Mart C.M.P.A.
	Video Narrator – 5 "Force One" videos – National Defence Narrator – "Strategic Plan 2012-17" – Algonquin College	Continental Productions G.A.P.C.
2011	Video Narrator – Canada Mortgage and Housing Corporation's 2011 Mortgage Consumer Survey	Bart Mart
2010	Narrator – "Canada's Creative Economy Capital" – OCRI Narrator – "Welcome to BCD Online Tutorial" Narrator – "Welcome to Canada" Web videos for Mexico and Czechoslovakia –	G.A.P.C. Foreign Affairs and International Trade
2009	Writer – " Geomapping for Energy & Minerals: Partnering for Northern Prosperity " Web video Actor – On-camera – Canada Post safety training video Narrator – "CODE: Development through Education"	Citizenship & Immigration Canada – G.A.P.C. Natural Resources Canada Stonehaven Productions G.A.P.C.
2008	Narrator – Jumpstart Program - The War Amps	War Amps
2007	Radio Writer / Producer – "Spirit & Intent: Aboriginal Treaties" exhibition PSA Narrator – 2 PSA's – Team Royal Lepage Home & Garden Tour for Chrysalis House	Library and Archives Canada Sound Venture
2006	Video Actor – Off-Camera – Several personas – Training video – Canada Customs	Image Tree Studios
2005-06	Audio Narrator – Cassettes for Blind – Tax Forms & Guides – Canada Revenue Agency TV Narrator – (2) Radio Commercials – Canada Mortgage & Housing	Sound Venture Acart Advertising

2004	Video TV	<i>Narrator</i> – Training Video – National Bank of Canada <i>Narrator</i> – 7 Commercials - Beechwood Cemeteries <i>Narrator</i> Web demo – <i>eAppraisal Healthcare</i> <i>Narrator</i> PSA - TV – The War Amps “ <i>Jumpstart</i> ” program – National <i>Actor</i> – On-camera - “License to Grill” <i>Narrator</i> – CD-ROM – Status of Women Canada <i>Narrator</i> - PSA – Learning Disabilities Association of Canada	Swat Films, Montreal Christine Mercier Productions Halogen Software War Amps Knight Productions Reel Impact Video Delta Media / G.A.P.C.
2003	PSA WEB	<i>Narrator</i> - PSA – Radio – The War Amps “ <i>Keytag</i> ” program – National <i>Narrator</i> – Web demos – “ <i>eAppraisal & eAppraisal Healthcare Software</i> ” <i>Narrator</i> – Commercial – “ <i>Canada Day in the Capital</i> ” – N.C.C. -CBOT	War Amps of Canada Halogen Software Carleton Productions
2002	CD-ROM Video TV	<i>Narrator</i> – Instructional CD for nurses - Soc. of Oby/Gyn. Of Canada <i>Narrator</i> – Educational Video (30,000 copies) – The Senate of Canada <i>Narrator</i> – PSA – <i>Ringette</i> – Canadian Ringette Association	Total Creation Productions Senate Communications Reel Impact Video
2001	TV	<i>Narrator</i> – PSAs – <i>Perimenopause & Menopause</i> - Soc. of Oby/Gyn. of Can.-1 Radio / 1 TV <i>Narrator</i> - <i>Bali Furniture</i> - 2 commercials – CJOH & CBC TV <i>Narrator</i> - Two PSA’s – “ <i>Global Climate Change</i> ” – Volunteer Central Registry - 1 Radio/1 TV	Total Creation Reel Impact Video G.A. P.C.
1999	TV CD-ROMs	<i>Writer / Narrator</i> - 2 commercials - Delcom International <i>Narrator</i> - <i>Crane Operator Instructions</i> - Ontario Engineering Society <i>Narrator</i> - <i>Agri-Can Services</i> - Agriculture Canada	CBC Television Productions G.A.P.C. Archaemedia
1998	TV	<i>Writer</i> – Commercial – Boyne, Clarke Lawfirm, CBHT-TV – Halifax	
1997	TV	<i>Host</i> – Corporate video, on-camera – “ <i>Child Care Council of Ottawa-Carleton</i> ” <i>Narrator</i> – Corporate video, off-camera – “ <i>Ottawa-Carleton Safety Council</i> ”	Bull & Fish Productions “ “ “
	CORP. VIDEOS	<i>Narrator</i> – Training video, Dept. of Transport - <i>Narrator</i> – <i>Introduction to Canadian Exporters’ Awards Presentations</i>	CD Rom, Autoskill, Image Projection Studios MTR Productions & G.A.P.C.
1995 – 96		<i>Narrator</i> – Audiocassette for the Blind	Human Resources Development Canada, T-Base
1997		<i>Writer / Narrator</i> – Corporate videos, off-camera - “ <i>All Events Party Planning</i> ” “ <i>The Rideau Canal Skateway: Keep the Love Alive</i> ” – National Capital Commission (N.C.C.) & The Royal Bank Group & “ <i>Canada Day Family Celebration Contest</i> ” – N.C.C. & Canadian Tire, Theresa Seguin Productions (1995 & 1996 productions) <i>Actress</i> – Commercial – on-camera – <i>MacArthur Renovations</i> , CBOT-TV. Narrated many commercials off-camera for CBOT from 1985 - 1995	Reflections Video “ “ “ “ “ “ “ “ “ “ “ “ “ “ “
1984 – 94		<i>Host</i> – Introductory video – on-camera - “ <i>The Meridian Telephone System</i> ”, <i>Anchor</i> – Video newsletter - on-camera - “ <i>NucleoNews</i> ”, Atomic Energy, <i>Presenter</i> – Industrial video - on-camera - “ <i>Policy of Recognition</i> ” – Treasury Board of Canada, Mainstreet <i>Narrator</i> – Off-camera - Introduction to “ <i>Rest and Relaxation</i> ”. Others include Eastern Breeders, Department of Transport, Canada Parks, Health & Welfare Canada, Official Languages Commission, and many more.	Bell Northern Research R. Charbonneau Productions Productions
	RADIO	<i>Narrator</i> – “Romance Novels”, CBC FM – “Ideas” – ACTRA Award winning 3 part series. 2 Radio dramas – CHEZ-FM, one ACTRA Award winning. <i>Writer / Broadcaster</i> – Wrote, edited and broadcast tape documentaries, including a 13-week series, “To Your Health”, CBC AM Network	
1989 – 1990		<i>Fill-in Announcer</i> – Host - “The Bert Adkins Show”, “CBO Morning”, “Radio Noon” and “All In A Day”; local FM weather and entertainment inserts; News Reader – “Radio Noon” & “All In A Day”	
1984 – 1990		<i>Traffic Commentator</i> – <i>CBO Radio</i>	
1981 – 1983		<i>Announcer / Host</i> – CHIM-FM, Kelowna, B.C.	
1979 – 1981		<i>Announcer / Host</i> – CKQR- AM, Castlegar, B.C.	

RELEVANT WORK EXPERIENCE

Various Communications Positions – Federal Government, Ottawa	Aug. 07 – Present
Instructor – “ <i>Becoming a Voice Actor</i> ” course – COHM Tech. & Fat Dog Productions	Sept. 12 - Present
Instructor – “ <i>Becoming a Narrator</i> ” course – Algonquin College	Sept. 09 – May 12
Owner – Vocal Dynamo Communications Services, Ottawa	Oct. 06 - Present
Sr. Account Manager – Itplanit Services Corp., Ottawa (Part-time)	Sept. 05 – Jun 07
Sr. Trainer – Iron Horse Security & Investigations, Ottawa (Part-time)	Nov. 03 – May 06
A/Talent Agent – First Stage Talent & Casting Agency, Ottawa (On-call, Part-time)	Aug. 03 – Dec. 06
Account Manager – Griffon Computer Training & Consulting, Ottawa	March 02 – May 02
Co-op Officer – Praxis Training Institute, Ottawa	Aug. 00 – June 01
Account Executive / Marketing Coordinator - Delcom International (A division of TMI), Ottawa	Sept. 98 – Apr. 99
Communications Specialist / Event Coordinator - by dEsign Consultants, Ottawa	Oct. 97 – Dec. 97
Media Consultant - Canadian Institute of Child Health, Ottawa	Sept. 94 – Nov. 94
Media Coordinator – Advanced Coronary Treatment (A.C.T.) Foundation, Ottawa	Feb. 91 – Aug. 94
Traffic Commentator – CBO Radio, Ottawa	May 84 – June 89

Swing Announcer / Host – CHIM-FM, Kelowna, B.C. (Incl. hosting a Classical music show.)

Feb. 81 – Nov. 83

Swing Announcer / Host - CKQR, Castlegar, B.C. (First female radio announcer in Castlegar)

Aug. 79 – Feb. 81

TECHNICAL SKILLS

- Radio / TV / print production.
- End-user – Advanced MS Office 7 / 2003/ 2000 / 97 with Windows XP/95/98/NT 4. Input at 65 WPM. Also, WP 5.1, 6, 7 & 8.
- Working knowledge of computers, printers, graphics, pictures, logos, photocopiers, E-mail, fax, Internet, voice-mail and scanners with OCR; Broadcast equipment such as control boards, tape machines, VCRs, etc.
- Database management: MS CRM, Goldmine, Word merges; some Access; Proposal Automation Suite. E-mail list management.

EDUCATION

Diploma

Broadcast Communications (Radio) - B.C. Institute of Technology - Burnaby, B.C.

EXTENDED EDUCATION

- Prosci Change Management Certificate AdPro
- Managing Projects with Microsoft Outlook Priority Management
- Plain Language Workshop Transport Canada
- Live, Laugh, Learn Faculty Retreat Algonquin College
- News Release & Media Lines Refresher course Natural Resources Canada
- Strategic Risk Communications Training Health Canada Learning Services
- Working Smart with Microsoft Outlook Priority Management
- Teaching English as a Foreign Language Certificate (TEFL) University of Ottawa
- Certified in First Aid & CPR until 2008 Red Cross
- French as a Second Language Algonquin College
- Advanced MS Word 97 Griffin Computer Training & Consulting
- Certified Instructor / Facilitator / Trainer Langevin Learning Services
- Advanced Instructional Techniques & 25 Ways to Add Excitement to your Training Langevin Learning Services
- Instructional Techniques for New Instructors & 25 Creative Ways to Enhance Training Langevin Learning Services
- Training 101: All the Basics Langevin Learning Services
- The Proposal Automation Suite & The RFP Express Pragmatech Software
- PowerPoint 6 – Levels 1 & 2 PBSC
- Taking Care of Business: Strategies for Identifying, Overcoming and Managing Conflict” Grace Hospital
- French As A Second Language Algonquin College, University of Ottawa
- Public Relations Carleton University
- Portable Video Production (Honours) Carleton University
- Introduction to Television B.C. Institute of Technology

MEMBERSHIPS / CERTIFICATES / AWARDS

- M.C. – ‘Mediterranean Melodies’ – Fundraiser for Agudath Israel Synagogue – Wrote script & co-hosted Nov. 2005
- Joint Occupational Health and Safety Committee and Employee Satisfaction Committee – Iron Horse Group 2005-06
- Volunteer Board Member – Akiva Evening High School 2003-06
- Canadian Showcase Chorus - Member - 4-part harmony choir 1997-99
- Canadian Public Relations Society (CPRS) – Member 1991-95
- Alliance of Canadian Cinema, Television and Radio Artists (A.C.T.R.A.) - Member 1984- 91
- Grade 8 Piano – Royal Conservatory of Music
- Girl’s Hi-Y Award – Gr. 12 – Woodroffe High School, Ottawa