

# Andrew Tomec

1348 Dorchester Ave.  
Ottawa, Ontario K1Z  
8E9  
613-792-3586  
design@atomec.com

## Objective

A graphic design, web design, technical training or e-learning design position which lets me combine my aptitude for technology and design with my considerable skills in teaching and mentoring, management, strategic planning, oral and written communication.

## Work Experience

### **Technical Trainer/Instructional Designer**

11/2007 - 7/2008 Braebon Medical Corporation, Kanata, Ontario

- As a one-man department, I was responsible for all aspects of customer training and instructional design. Trained customers, both onsite and via webinar, on the configuration and operation of Braebon's industry leading core management software for sleep labs.
- Developed printed training materials for customers and in-house technical support staff. Was in the early stages of developing multimedia training materials as well.
- As an accomplished graphic artist, I was also active in the creation of marketing materials and new interface designs.
- Delivered train-the-trainer sessions and ongoing technical support to affiliated software distributors.
- Performed product demos.
- Worked closely with engineers to identify and troubleshoot existing software flaws and plan implementation of new features. My strong advocacy in this regard spurred improvements in the user interface and greatly improved the company's reputation with existing customers.
- Having taught myself elementary SQL, I was beginning to become active in the creation of custom data queries.
- My job required extensive travel to customer sites, mostly in the United States.

### **Assistant Managing Editor**

4/1997 - 11/2007 Ottawa Sun, Ottawa, Ontario

- Designed and paginated Page 1 as well as a sizeable chunk of each day's news, entertainment, business and op-ed pages. Also designed countless features, promo ads and special projects.
- Thanks to my broad expertise with graphic design software and techniques, the Sun also harnessed my skills in a more informal capacity as newsroom graphic designer. Among other tasks, I was regularly called to create locator maps, infographics, composite photo illustrations and other visual "eye candy."
- Trained and mentored staff in new software applications, including content management systems, desktop publishing and graphic design apps.
- Supervised evening and weekend news operations, setting strategic direction and reshuffling priorities in a fast-paced and rapidly changing news environment.
- As the ranking editor on duty during my shifts, I directly supervised the Sun's on-duty reporters, photographers and editors in all departments. Among other responsibilities, I assigned them to new tasks as priorities shifted, vetted their work for legal and quality-control issues, offered ideas and advice, and pushed them to meet rigorous deadlines.
- Writing and editing tasks also made up a sizeable part of my daily duties. In addition to editorial writing tasks, I composed memos, reports, strategic planning documents and training cheat sheets.
- Liaised with counterparts at sister papers and worked on initiatives to more tightly integrate content between far-flung corporate operations.
- In my final year at the *Sun* I served as Ottawa editorial project manager for Sun Media's

rollout of a new national content management system. Among other duties related to this project, I travelled across the country helping to train newsroom staff in database and graphic design software applications. I was very active in troubleshooting what turned out to be a very buggy product rollout. I also prepared a number of training materials for staff.

### **Freelance Graphic designer, Web designer, editor**

1/2000 - present Self-employed, Ottawa, Ontario

- I've designed and updated websites for a number of small-business and corporate clients. These sites incorporate elements of Flash (including Actionscript), Javascript and Ajax.
- Assorted other freelance projects, including technical documentation, book-cover design, pamphlets and advertising design.
- Also worked a steady gig (6 years) as freelance news editor for *Monitor Magazine*.

### **Instructor**

1/2008 - 4/2008 Algonquin College, Ottawa, Ontario

- Seeking greater experience in the teaching realm, I taught a part-time newspaper design course at Algonquin during the winter semester.

### **Front-page editor, Web editor**

1993 - 1997 The Sault Star, Sault Ste. Marie, Ontario

- Designed and administered the first incarnation of the Sault Star's online news site.
- Edited and paginated the news and business sections of the paper.
- Taught and mentored a number of young journalists as head of the paper's student internship program.

### **Education**

1987-1990 Simon Fraser University, Vancouver, B.C.

- Bachelor's Degree
- Majored in political science. Edited SFU's student newspaper, *The Peak*.

### **Skills**

- **Software skills:** I'm proficient with a number of software applications, including Photoshop, Illustrator, Flash, After Effects, Dreamweaver, InDesign, QuarkXpress, FrameMaker, Microsoft Office applications and RoboHelp, and have dabbled in dozens of other software applications over the years. I'm very adept at learning new applications.
- **Web design:** My self-taught software skills provided a busy sideline as a freelance Web designer and graphic artist. I have a solid understanding of CSS, HTML and XML and am comfortable employing more developer-oriented tools such as Javascript, Ajax (Spry) and SQL within the context of applications such as Dreamweaver.
- **Project management:** A veteran manager with a reputation for keep cool under stress, I've spent years managing workers in a deadline-driven environment, dealing with shifting priorities, prickly personalities and very exacting standards.
- **SQL and database design and management:** I have a longtime sideline interest in scripting and programming, which has led to a growing interest in databases and SQL as I was immersed in the subject at Braebon.
- **Education and mentoring:** Through much of my career I've laboured both officially and unofficially as a software trainer and newsroom technology advisor, shepherding inexperienced young editors through their introduction to desktop publishing, graphic design and content management systems.