# JULIAN RICKARDS

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#### HIGHLIGHTS OF QUALIFICATIONS

- ♦ Competent and independent worker with good organizational and excellent people skills
- ♦ Strong skills and extensive working experience with a wide variety of computer software
- ♦ Independent learner and self-starter but not afraid to ask questions when problems arise
- ♦ Enjoy teaching tremendously
- ♦ Eager to work on new and interesting projects

#### RELEVANT EXPERIENCE:

#### Computer Skills:

- experienced with web site design and maintenance:
  - knowledgeable of HTML, XHTML, CSS, JavaScript and WCAG
  - experienced with CorelDRAW 8 and Corel Photo Paint 8, Photoshop 5 LE, Fireworks MX,
     Dreamweaver MX and FrontPage, BulletProof and Filezilla FTP software
  - configured and run Apache web server and Personal Web Server for testing and development
- experienced with business software including:
  - MS Office Professional, Corel WordPerfect Suite, Outlook and Pegasus Mail, Acrobat 5
  - limited experience with Visio, Microstation, ArcExplorer and PageMaker
- ♦ contracted to provide diskette and CD-ROM duplication for the Ministry of Northern Development and Mines and for Allianz Canada Ltd.
- developed complex WordPerfect for Windows macros: legal forms that requested text input, advanced text formatting, dialog boxes with various input control and data saving and retrieval

## **Training and Communication Skills:**

- several years of part-time and full-time experience teaching computer courses in a school setting
- ♦ have taught both General Interest as well as Ontario Secondary School Diploma courses
- taught students on the use of WordPerfect (DOS & Windows), Lotus 123 (DOS & Windows), Internet (browsing, search engines, email), file management (DOS & Windows), ACCPAC Simply Accounting (DOS & Windows), Word, Excel, Access and CorelDRAW
- developed course outline, course notes, exercises and tests/examinations for several courses
- worked as the Biology Lab Co-ordinator: duties included organizing lab demonstrations, briefing lab demonstrators on material, creating tests, exams and marking schemes and maintaining student records
- ♦ authored "Macromedia Dreamweaver MX: Creating Web Pages" for Against The Clock Publishers, (December 2002) for use in schools
- ♦ technical editor of "JavaScript: Designing for the Web", Against the Clock Publishers, scheduled release, Spring 2003

EMPLOYMENT H	ISTORY:
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Feb. '03 - present	Assistant Cartographer	MNDM, Publication Services Section
Sept. '02 - Feb. '03	Geological Assistant	MNDM, Publication Services Section
Dec. '01 - Mar. '02	Systems Officer	MNDM, Information and Marketing Services
May. '01 - Present	Web Master	Sudbury Theatre Centre, Sudbury, ON
May. '01 - Present	Web Master	CUAC, New York, NY
Feb. '00 - Present	Web Master	Thorneloe University, Sudbury, ON
Feb, '94 - Dec. '01	Computer Instructor	St. Albert Adult Learning Centre, Sudbury,
		ON
1993 - 2001	Disk/CD-ROM Copying Contract	Ministry of Northern Development and Mines,
		Ontario Geological Survey
June '99 - July '99	Computer Instructor	Toronto School of Business, Sudbury, ON
Oct. '99 - Apr. '00	Office Assistant	Family Enrichment Centre, Sudbury, ON
Nov. '99 - Jan. '00	Graphic Illustration	INCO Ltd., Sudbury, ON
1992 - 1998	Computer Consultant	Various clients in Sudbury
Oct. '92 - May '93	Social Policy Analyst	Regional Municipality of Sudbury
Jan. '92 - Mar. '92	Computer Systems Officer	Ministry of Northern Development and Mines,
		Ontario Geological Survey
Jun. '89 - Dec. '91	Assistant Manager	Black's Photo Corp., Sudbury City Centre
Sept. '86 - Mar. '87	Biology Lab Co-ordinator	Laurentian University, Biology Department
Sept. '85 - Mar. '88	Biology Lab Demonstrator	Laurentian University, Biology Department

## EDUCATION:

Sept. '00 - present	Cambrian College, Su Diploma:	udbury, ON  Webmaster Professional Certificate (in progress)
Jan. '93 - Mar. '93	Cambrian College, So Diploma: Grades:	udbury, ON  Certificate in Microcomputer Applications (incomplete)  4.0 GPA to date
1985 - 1988	Laurentian University Degree Received: Thesis Title:	, Sudbury, ON  M. Sc. Biology/Biochemistry  Overwintering Adaptations and Physiology of <i>Diplolepis</i> spinosa (Ashmead) (Hymenoptera: Cynipidae).
1984 - 1985	Carleton University, C Thesis Title:	Ottawa, ON  The synthesis and accumulation of glycerol as a cryoprotectant in the overwintering moth larva, <i>Epiblema scudderiana</i> .
1979 - 1984	University of Guelph, Degree Received: Thesis Title:	Guelph, ON  B. Sc. Physiology/Zoology  Can ciliates adjust their intermembranellar spacing to prey

size?

### References:

## Available upon request

Last Modified: March 5, 2003