

Mike Romard

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Skills and Software

- Procedural Writing
- Editing
- (X)HTML & CSS
- JavaScript & jQuery
- Microsoft Word & Excel
- OpenOffice.org Writer
- Wordpress
- GIMP
- Windows 98, XP, Vista and 7
- Ubuntu Linux

Education

Humber College, Technical Writing Certificate 2010

I have completed the Technical Writing certificate program from Humber College. The writing assignments for this program focused mainly on procedural writing. As part of my coursework for this program, I produced a user manual with an index, two websites, a marketing brochure, and a localization checklist. The courses for this program were delivered online through Blackboard, and required weekly participation in class discussions and group assignments.

St. Thomas University, Bachelor of Arts 2006

I have received a bachelor's degree in history from St. Thomas University. While I studied at STU, I wrote a bi-weekly column for the student newspaper for four years, and I was the yearbook editor for a year. I also volunteered at the student help desk for three years, and I served on the Students Union and on the university's Board of Governors for a year.

Work History

Read's Newsstand *since 2005*

Contact: Jeff Magnussen, Owner/Proprietor; 506.454.5333

Read's is a busy news stand, cafe and book exchange in downtown Fredericton. In addition to serving our customers and maintaining the cleanliness of the store, I also keep our storage areas organized, I help to train new staff members, I have written the nightly duties list for our evening staff, and I make latte art.

King's Landing Historical Settlement 2006

Contact: 506.363.4999

As an historical interpreter at King's Landing, I depicted and explained aspects of 19th and early-20th century New Brunswick life to our visitors, both as a sawyer and as a farmhand.

Other

The Vagabond Trust *since 2008*

The Vagabond Trust is a group of writers that meets bi-weekly to workshop our prose, poetry and scripts. The work that I have produced as a member of this group has been featured in Qwerty, Nonymous, and Unfiltered Smoke. I maintain the group's Wordpress web site (for which I have written a user manual), and I am co-editing our first anthology of poetry and short fiction.