

# CV of Michel Tremblay

DVS in Computing Support  
Computer Graphics Certified  
Office Automation, Commercial Art

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*I started with DOS and WP 5.1...  
and Coreldraw 3...*

## Skills and experience (ability to multi-task):

- Bilingual French & English (45 w/m)
- Government On Line (CLF, GED, GOL)
- Desktop publishing, typesetting, auditing, editing, technical writing, scanning (OCR), print layout
- Document design & layout using templates, MS Office/Corel Office, WordPerfect all versions, QuarkExpress, Word, Coreldraw, Acrobat...
- Digital imaging, Photo retouching, Photography
- Print, Photocopy
- Web page design
- Presentations: Powerpoint, Flash
- Video/audio
- Office automation
- HTML, XHTML document converting, Web graphics
- Windows (Software/Hardware)

## On site projects at the Federal Government, hired by employment agencies:

PUBLIC HEALTH AGENCY OF CANADA, June-July 2010: Converting Word documents to XHTML.

TRANSPORTATION SAFETY BUREAU OF CANADA , Feb-March 2010: Converting Word documents to XHTML using Homesite, Photoshop.

NATURAL RESOURCES CANADA, March-April 2009: Web graphics. Editing and converting wall posters, photos and images for the NRC Website.

HOUSE OF COMMONS, Jan-Feb. 2009: As Desktop Publishing Operator, to format, edit, and prepare for print a MS Publisher document using Word, Powerpoint.

HRDC: August 2008: Repair, edit and format a Word document for PDF and printing.

HEALTH CANADA: May 2008. Computer migration, Windows and software configuration

LIBRARY OF PARLIAMENT: Oct. to Nov. 2007. 1<sup>st</sup> Project: Word documents editing and converting to Acrobat; images and photo editing, technical processing/exchanging Word, Acrobat, and Powerpoint documents. 2<sup>nd</sup> Project: Print and photocopy posters and documents for the Parliament.

CITIZENSHIP AND IMMIGRATION: Aug. to Sept. 2007. Editing Word documents. Convert those docs to Acrobat for the Web and print...

HEALTH CANADA: Jan. to Mar. 2007. Formatting and repair WordPerfect (alt-f3), Powerpoint, Word documents, image editing, and convert them to PDF Acrobat or html. For the Web and print.

STATISTICS CANADA: Jul. 2006 to Aug. 2006. Converting Word documents to HTML with Dreamweaver MX.

JUSTICE CANADA: Dec. 2005 to Jan. 2006. Electronic Communications Advisor – Web auditing & site editing, document converting, graphics, supply support.

CITIZENSHIP AND IMMIGRATION: November 2005. Document converting (including eforms) using FrameMaker and WebWorks, Word, Dreamweaver; Desktop publishing.

HERITAGE CANADA: April 2005. A Powerpoint presentation. I was hired to fix and convert images to black and white on a Powerpoint presentation for printing.

SOLICITOR GENERAL OF CANADA: An offsite job (in my home studio), Nov. 2002-Jan. 2003. Responsibilities: I was hired to convert a 900 pages document to Acrobat PDF and Word for print. Some proofreading; merged pages together to form a Master document, created an interactive Table of Contents, converted the document to PDF, HTML, and Word to print a book. I have then created the Master autorun CD. Logo design and layouts for the master CD cover and jewel case. I then hired a Montreal firm to make 500 replicates.

DEPARTMENT OF NATIONAL DEFENCE: July 2001 to May 2002. Responsibilities: At the end of this contract, I've build 59 small catalog sites using a template I also designed. Interface design, form design, vector/still images, and implement using Dreamweaver 4, Homesite (HTML, CSS), Front Page, CorelDRAW & Photo-Paint, Photoshop, Word, Acrobat, scanning and editing photos. I've also helped with the new Common Look and Feel (All GOL Web sites complies with W3C Priority 1 and Priority 2 checkpoints to ensure sites can be easily accessed by the widest possible audience), and provided training on MS Office and Internet, software support; Solution: The Director is organizing a staff reception. He needs a 3'x2' poster. He finds out I'm also a graphic artist. I created the poster. He wrote a Letter of Reference...

TRANSPORT CANADA: May 2001- May 2001. Responsibilities: (GOL) Four weeks working as Webmaster. Document formatting/converting to HTML, web graphics, familiar with Common Look and feel.

Solution: The Director came to see me saying their trying to solve this PDF problem. The server could not display the document but all computers would. I offered to look at the source document and noticed that Procedural Pattern images were used. The server cannot display that kind of image. I took the afternoon to convert those images to Gif, reinserted them into the Word document, and converted back to PDF... and to a happy Director.

HRDC-DRHC: Dec 2000 to Mar 2001. Responsibilities: Document formatting/converting to HTML, CSS, web graphics, RDIMS and Groupwise, familiar with Common Look and Feel;

HRDC-DRHC: May 2000-June 2000. HTML, CSS, coding and document format, familiar with Common Look and Feel;

HRDC-DRHC: Feb. 2000 - Feb. 2000. Data Base conversion to HTML, CSS, familiar with Common Look and Feel (All GOL Web sites complies with W3C Priority 1 and Priority 2 checkpoints to ensure sites can be easily accessed by the widest possible audience).

REVENUE CANADA: One week contract in 1999. Desktop publishing: I was hired to create a bilingual PowerPoint presentation with tables and charts, using CorelDraw to create graphics and charts from scratch; the source contents were WordPerfect and Word documents.

AGRI-FOOD CANADA: A month contract in 1999. Responsibilities: Desktop publishing: business cards, brochures, PowerPoint presentations, tables and charts, Word docs, some HTML converting. Replacing contract

AGRI-FOOD CANADA: 2 months contract in 1999. Responsibilities: Desktop publishing: business cards, brochures, PowerPoint presentations, tables and charts, Word docs, some HTML converting. Replacing contract

TRANSPORT CANADA: 1 month contract in 1996. Responsibilities: Desktop publishing and graphics design with CorelDRAW 6 and Word

Solution: To design or complete car security CAD drawings with CorelDRAW and inserting them

into Word documents.

CANADIAN MUSIUM OF CIVILISATIONS: Cafeteria work, from 1990 to 1991

STATISTICS CANADA in 1975, a three months contract. Task: "Manually" calculating business statistics.

**(Private sector) Web design, Desktop publishing, Computing support:**

2005-2007, complete website design and web-mastering, desktop publishing:  
<http://cablagepaquette.com>, <http://f4joutaouais.org>, <http://healthyevolution.com>, <http://legiteami.org>,  
where I did: HTML, Flash, CSS, Web graphics, image scanning and processing, text and content  
processing, business cards, flyers and brochures, Yellow Pages/Online adds, computer support  
software and hardware, CDs, Presentations...

AMITA CORPORATION, July 2006: Web site for emergency management software. Using  
Dreamweaver and Webexpert, CorelDraw and PhotoShop, converting documents to HTML, CSS,  
and PDF. <http://www.amita.com/rtmw/> (The back-end structure was based on the amita.com's  
template)

BEST BUY: Public product demonstrator of the Intel Centrino processor, from Nov. 2004 to Dec.  
2004.

WORLD UNIVERSITY SERVICE CENTER: Two weeks contract in 1999:

Responsibilities: Setting up an e-mail list and reciprocal linking, staff training

Solution: Searched all their clients Web sites, and extracted 450 email addresses to create an  
Address Book

UNIVERSITY OF OTTAWA: 1 week contract in 1999:

Responsibilities: Word processing a teacher's these with WordPerfect.

**Training experience:**

CBT Training: Windows, Dreamweaver, CBT : Excel 2000 basic, CITÉ COLLÉGIALE: Web design  
and site management, CENTRE DE FORMATION LEVIS ST-JACQUES in Nov. 2000: Provided 8  
hours of basic training on Internet Explorer, Outlook, Windows 98; DELCOM computer training  
school: CorelDraw 8, in 1999.

**Home jobs:** Web site design, Desktop publishing. 1996 to 2007

COREL CORPORATION: Beta-tester of CorelDRAW 10, Jul. - Aug. 2000;

RES International Inc. Ottawa: Dec. 1999. I've design a HTML page for a kiosk that distributes  
photos of NHL players. Later Mr. Martin recommended me for the DND project

Éduca-Tech GLC : 1996-98. Desktop publishing, print. 2D/3D graphics, graphics design and  
editing with CorelDraw, Imagine 3D... for an accounting tutor software produced by GLC. For print  
and web, I've produced user manuals using word processors and images. Then convert for the  
website educa-teck.com. A little bit of Ten Core programming to translate.

**EDUCATION**

One month training in Internet Support (using tickets software like Action Remedy System,  
Infoman, Altiris, Footprints) at Bell Sympatico in 2004

Certified Graphics Technician at College in 1995. I have advanced CorelDraw (Illustrator) and Corel Photo-Paint (Photoshop);  
Computerized Office at CEGEP in 1993: Computer and Dos, WordPerfect with ALT-F3 and printing, office French/English, some accounting...  
Commercial Art at Algonquin College in 1975: this course includes design, lettering/typo like the logo or other mark/brand layouts, oil and pencil painting, sculpture, photography. (Now all computerized).

### **Non-technical & Lifestyle, voluntary work**

Innovative, creative, can do attitude, self trained/motivated, works well independently and as part of a team. Performs well under pressure, within rigid deadlines. Quick and eager to learn new technology; reading, TV (movies, documentaries). Computers and Internet, digital art.  
Les jeux du Québec 2010, Operation Red Nose, Festival Franco-Ontarien, Festival de la bicyclette de Hull.

### **References**

This letter of reference from the DND: <http://webologix.100free.com/ref.html>

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