

# CV of Michel Tremblay

Website: <http://webcellent.ca>

Desktop Publishing, Web page design, Web graphics,  
Document converting, Computerised office, Administrative

Bilingual French & English written and spoken, 45 w/m

## Computer knowledge and skills:

Multi-disciplinarian designer/editor, with knowledge of several connected areas, ranging from computer support (software and hardware), to technical graphics designer, desktop and Web publishing (formatting, printouts, photocopy) using Coreldraw, Photoshop/Photo-Paint, FrontPage, Acrobat, Dreamweaver, Homesite, WebExpert (User Interface design). MS/Corel Office (Word 2000 +), RTF, ASCII, WordPerfect (ALT-F3 Hidden Codes), Powerpoint or Flash presentations, Document formatting & converting (PDF, HTML). Internet, Email, browsers. Experience with Common Look and Feel, Experience creating mockups, Experience managing all defects/issues, coordinating fixes, and new features. Publishing/editing/support on MS Office, Corel Office and other office and design software, including sound and video editing. Web graphics (with HTML, Flash, CSS). Advertising and copywriting, SEO, CPC. Image & OCR scanning (text recognition). Photocopy and printing machines, scanners... up to the final implementation of a project. Ability to analyze user interface requirements and develop flow and activity diagrams. Experience in design principles such as branding, structure, etc... 2D/3D design. [Visit my online Portfolio](#)

## On site projects at the Federal Government... agencies projects. As Computer Applications Specialist, Electronic Communications Advisor:

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

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 Parlement.

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, CLF, GED, GOL

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

HERITAGE CANADA: April 2005. A Powerpoint presentation. I was hired to convert images to black and white on a Powerpoint presentation to be printed the right way.

SOLICITOR GENERAL OF CANADA: Offsite job, Nov. 2002-Jan. 2003. Responsibilities: (Government On Line) 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: (Government On Line) 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/convertng to HTML, web graphics, familiar with Common Look and Feel.

Solution: For three months the staff was trying to solve a PDF problem, where the server could not display the document, but computers would. I offered to look at it and noticed that Procedural Pattern images were used on 12 pages of the document. The server cannot display that kind of image. I took the afternoon to convert those images to Gif, reinserted them into the Source Word Document, and converted back to PDF, which solved the problem.

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

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

HRDC-DRHC: Feb. 2000 - Feb. 2000. (Government On Line) 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 convertng. 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 convertng. 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 as consultant**

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, JavaScript, CSS, vector design, image scanning and processing, text and content processing, computer support software and hardware.

AMITA CORPORATION, July 2006: Web site for emergency management software. Using Dreamweaver and Webexpert, Coreldraw and PhotoShop, converting documents to HTML, CSS, JavaScript, 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 (for Wireless communications) 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 Remedy at Bell Sympatico in 2004

Certified Graphics Technician at CEGEP 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**

Strong team player, Self motivated, works well independently, Performs well under pressure, within rigid deadlines, Quick and eager to learn new technology ; Reading, movies, TV (Science, Documentaries), computer/Internet, and digital art.

I was named member of Father-4Justice after offering... and updated their Website.

**References are available upon request**

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

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