

Katherine Calm ejane

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Date of birth: 21st April 1978.
Gender: Female
Marital status: Married (maiden name: Horner)
Nationality: British

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Availability: immediate
Currently living in France, but open to national or international relocation.

References available on request.

I am an open and enthusiastic yet sensible and down-to-earth person with excellent communication skills. I enjoy meeting and working with other people, and my creative spirit is well suited to an international and/or multicultural environment, and also to all kinds of group work.

I am not afraid of a challenge, and my optimistic will-do attitude is an asset when it comes to achieving goals and meeting deadlines. I always strive to provide the best possible result, and never hesitate to perfect and optimize my work.

Employment History

From September 2007: Rubixsoft, Toulouse, France.

Position: Webmaster

- Graphic design for interfaces of software under development, icons, logos, interface ergonomics, user manual layouts for print and screen, translation of some features into English, etc.
- Website design for part of the corporate website, including redesigning the company and product logos.
- Flash design for on-line and off-line narrated product demonstrations reader.
- Marketing research for current and future products.

Feb. - July 2007: Newtech Interactive, under contract for CELAD, Toulouse, France.

Position: Webmaster / Graphic designer

- **Website audits for internal sites:** the first part of the mission was to evaluate the existing sites and plan any improvements that could be made to them.
- **Graphic design and project management for the new version of an on-line game site:** www.fou2kdo.com. Once I had designed the interface, my task was to follow the whole process of integration and once the site was on-line, to manage everyday activity (advertising, SEO, income monitoring...)
- **Special events management:** I was also in charge of inventing and organising special events for the games site (Mothers' day operation, Friday 13th, Cannes, Summer car draw...) up to and including designing the direct marketing e-mails.
- **Banner and graphics design** for other projects (advertising, newsletters, etc.)

July 2001 - Feb. 2007: Acapela Group France (Elan Speech/Elan Informatique), Toulouse, France.

Position: Webmaster / Webdesigner / Graphic designer

- **Design and development of several websites for the company:** corporate and e-commerce sites, internal use and intranet sites including custom-designed tools to control the dynamic parts of the corporate site.
- **Graphic design for the web** (webdesign, Flash...) **and for printed material:** software packaging, brochures, product datasheets and pricelists, tradeshow material (posters, stickers, promotional gifts...), presskits...
- **Interface Design and Ergonomy** for professional and individual software, product **graphic identity design** and development.
- **Search Engine optimisation and submission**, plus regular follow-up.
- **Template design** for Microsoft Office Documents (Word, Excel, Powerpoint), and for the web (Dreamweaver, Contribute2)
- **Hotline and client relations** for end-user software, mainly by e-mail. On-line sales management.
- **Translation** (English-French-English): Press Releases, Technical Papers, Product Datasheets...

Sept. 2000 - May 2001 : Sitefr Webdesign, Toulouse, France.

Position: Webmaster / Webdesigner

- **Web design and development** for clients and corporate site.
- **Creation of concept, design, development and management of the on-line lottery site** "Gagner un voyage", contact and negotiation with advertisers, client and legal relations.
- **Web server maintenance.**

Skills

IT knowledge :

- **OS:** Good knowledge of Windows from 3.11 to XP, including NT and 2000. Mac and UNIX as an occasional user.
- **Hardware:** Can perform basic PC maintenance, able to dismantle and reassemble a computer, add or remove parts and peripherals.
- **Applications:** Microsoft Office (Word, Excel, Powerpoint, Access), Outlook and Outlook Express, various browsers (Explorer, Netscape, Mozilla, Firefox...)
- **Graphics:** Photoshop / Image Ready, Illustrator, InDesign, Flash, Fireworks, Painter...
- **Web:** Dreamweaver, Crimson Editor, Contribute 2, FTP software...
- **Programming & Databases:** HTML, JavaScript, ASP, PHP, Perl, CGI, SQL, MySQL, Access, C, C++, Java, Visual Basic...

Languages:

- **Fully bilingual English-French**, written and spoken, including technical terms in both languages.
- Basic understanding of Spanish, German and Italian.

Other:

- Good keyboard skills
- Good communication skills, both written and spoken, able to liaise with people on all levels in a professional manner.

Education

- 1998 – 2000:** IUT Blagnac, France (Diploma: DUT Informatique, passed with honours)
2 year course in IT : programming languages and methods, networks, hardware, web skills (from basic protocols to webdesign), communication, technical English...
- 1996 – 1998:** Université de Toulouse Mirail, France
2 year course in English Language, translation, literature, US and UK civilisation studies.
Options: Linguistics, French Literature, Computer studies, Italian
- 1996:** Lycée des Arènes, Toulouse (Baccalauréat F12, equivalent of GCSE level)
Specialised 3 year course in graphic arts: object design, illustration, interior design, architecture and technical drawing, computer graphics.

Activities and interests

Since 2003 : Co-founder and president of the CORAD association. The main activity of the association is to help organise get-togethers between the players of the free on-line game Daifen.com. The association provides technical and financial help for the organisers, as well as the know-how to ensure a good time for all. Reunions have taken place all over France, and also in other European countries and French-speaking Canada, with up to 50 people participating every time. More information on www.asso-corad.com (French only)

1997 - 1999 : Association des Résidents de Chapou (Student Association)
I spent two years as manager of the student-run Computer club (helping and training other students in basic computer skills, word processing, etc. plus maintenance and management of the computer network...) and also as chief Editor of the student newsletter "Le Chapouilleux", and elected member of the residence comity.

1996 - 1999 : Association "Le Saut Temporel"
Co-translator, director and producer of "The Rocky Horror Show". We created and ran the amateur company for several years, thanks to the NRJ-Desperados award for "young initiative" that awarded us a £5000 prize. I also designed all the graphics (posters, CD covers, etc.) and was involved in press contacts.

Interests : I enjoy all sorts of artistic disciplines, from computer graphics to photography, and all kinds of arts and crafts. Reading and creative writing are also important to me, and I enjoy everything language-related, from linguistics to poetry, language learning to drama and singing. Travel and discovery of all kinds, whether local or abroad, I find very stimulating, and are a perfect excuse to bring back photos, and plenty of ideas for creative cooking which I also enjoy. As for sports, my favourites are swimming (aqua-fitness and general swimming), soft gym (yoga, pilates), ice-skating and long walks...