

## **DAVID A. LEWIS, B.A., B.Comm.**

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### **OBJECTIVE**

A training-support position in an educational facility that uses Macintosh computers.

### **SUMMARY OF QUALIFICATIONS**

- Well-organized, able to multi-task and deal effectively with many different types of people
- Six years experience as contract computer instructor
- Successfully published technical writer
- Enthusiastic team player
- Effective problem-solver and researcher
- Life-long learner and student of technology
- Twenty years experience working with and supporting Macintosh computers & software
- Proficient keyboarding skills
- Strong telephone-consulting and sales skills
- Basic web-page design skills—functional clear interface design style

### **EDUCATION**

- Adult Education Teacher Certification, Vancouver School Board/CCI 1998
- IBM/PC Office Software Diploma, Career Development Institute, Burnaby 1994
- D.T.P./Graphic Arts Diploma, McKay Technical Institute, Vancouver 1991
- B.Commerce, University of Guelph 1987
- B.A., Psychology, University of Victoria 1983
- Chef-training certification program, Camosun College, Victoria 1976

### **SOFTWARE**

- Macintosh Operating System software
- Adobe Acrobat, GoLive, Illustrator, InDesign, Keynote, Pagemaker, Photoshop
- AppleWorks, Bryce, Filemaker Pro, Infini-D,
- Microsoft Office, OmniPage Pro, Quark Xpress, UNIX utilities in OS\_X

### **RELEVANT EXPERIENCE & ACCOMPLISHMENTS**

- Self-employed, iHelp Macintosh Services 1995-2006  
Contract projects, desktop publishing, onsite assistance, Macintosh training  
One-on-one training and support, including many students, seniors, disabled
- Computer training course instructor 1998-2005  
Teaching Macintosh sessional courses—Graphics, Internet, and OS\_X  
Vancouver School Board, Continuing Education Department
- Large-scale imaging-archival project 2004  
Digital image scanning of educational 35mm. photo-slides and  
scanning/OCR conversion of medical research manuscripts
- Call centre outbound telephone sales 2002  
Istonish Inc.

On-site Macintosh demonstration and technical consulting Future Shop & London Drugs, various locations	2001
Retail computer sales, consultation and technical support Westworld Computers Ltd.	1998-2000
Graphic designer, horticultural CDROM project B.C. Nursery Trades Association	1995
Data entry, inventory maintenance—spreadsheets Outbound Products Ltd.	1994
Desktop publishing – contract-positions LazerSet Graphics Ltd.	1991-1994
Legal Stenographer B.C. Utilities Commission	1993
Database Administrator Centennial Trails Trust	1992
Desktop Publishing Interactive Training and Development Corp.	1991
Food service supervisor University Hospital - Shaughnessy, B.C. Baptist Housing Society	1988-1990
Expo 1986 Pacific Station Restaurant Staff-trainer, sous-chef	1986

## **PORTFOLIO**

Available online at <http://www.ihelpmac.dyndns.org/portfolio.html>

## **REFERENCES**

Available on request