

## Jonathan Williams

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<http://www.jbwilliams.ca>

### Profile

- 5 years experience working in a media communications field.
- 10 years working in an office environment at many levels of responsibility.
- Goal-oriented individual with strong leadership capabilities.

### Education

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**M.A., History**, American Public University – currently enrolled

**B.A., History**, University of Lethbridge

### Relevant Experience & Accomplishments

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#### Communications and research

- Maintained daily contact with Legislature media.
- Gained coverage on Television, radio and news media across the province for employer.
- Created brochures, signs, and edited newspaper design format.
- Through careful and steady work was able to assist in redesigning a money losing newspaper into a profitable one.
- Presented an approach to health policy to the Health Minister in 2006.
- Spoke to youth groups and politicians about policymaking issues.
- Designed service development plans and conducted operation assessments.
- Formulated, wrote, and implemented new policy manuals.

#### Administrative

- Handled customer relations for major corporations and small business.
- Helped in the hiring of staff.

#### Skills

- Adobe Photoshop 7 years experience
- Microsoft Office products 10 years experience
- Quark Xpress and Adobe Indesign 2 years experience
- HTML design 10 years
- Desktop Publishing 10 years experience

### Employment

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| <b>Interim Staffing</b> , <i>University of Alberta</i> , Edmonton  | 2009- Present |
| <ul style="list-style-type: none"><li>• Performed in many different roles doing administrative support and clerical duties for various departments at the University.</li></ul>  |               |
| <b>Staff Support</b> , <i>City of Edmonton</i> , Edmonton  | 2008-2009     |
| <ul style="list-style-type: none"><li>• Performed in many different roles doing administrative support and clerical duties for various departments of the City. Including helping with communications for the Quarters Downtown.</li></ul> |               |
| <b>Communications Consultant</b> , <i>Karen Leibovici Campaign</i> , Edmonton  | 2007          |
| <ul style="list-style-type: none"><li>• Responsible for working with the Campaign Manager on website design and on campaign planning and ad placement.</li></ul>   |               |
| <b>Research Assistant</b> , <i>Edmonton City Councilors</i> , Edmonton   | 2006-2007     |
| <ul style="list-style-type: none"><li>• Provided policy research and administrative support for a councilor</li></ul>  |               |

- Communication and Research Director**, *Legislative Assembly Office of Alberta*, Edmonton 2004-2006

  - Oversaw the communications plan for an Opposition party.
  - Created policy documents, wrote speeches and met with members of interest groups as well as the general public.
- News and Sports Reporter**, *Temple City Star*, Cardston AB 2003-2005

  - Reporting on local issues for a weekly newspaper. Sports and other photography as well as column writing.
- Product Specialist (Out of Hours)**, *British Telecom*, Cardiff, Wales, UK 1999-2004

  - Responsible for four employees.
  - Monitor major incidents on the UK computer networks.

**Community  
Involvement**

- CKUA Sunday Magazine**, Radio Panelist
- United Way**, Volunteer
- Organization of American Historians**, Member