

CAROLINE SHAW

647.226.6471

info@caroshaw.com

71 Dorval Rd, Toronto, ON

www.caroshaw.com

SKILLS

- Strong leadership and team building skills
- Passion for continuous learning, challenges and new technologies
- Able to balance multiple projects and tasks simultaneously
- Dedicated work ethic, very organized

TECHNICAL SKILLS

- Front-end: XHTML, HTML5, CSS3, JavaScript, jQuery
- Back-end: PHP, ASP.NET, XML, MySQL, Oracle SQL
- Adobe Illustrator and Photoshop
- Visual design theory
- Quality assurance and testing

EDUCATION

Web Development, Ontario Graduate Certificate (Honours)

2012 to 2013

Humber College Institute of Technology, Toronto, ON

Studio Art and Art History, Bachelor of Arts (Honours)

2005 to 2009

University of Guelph, Guelph, ON

EXPERIENCE

Mentor (Volunteer)

2013

Ladies Learning Code, Toronto, ON

- Assisted students with HTML and CSS in a workshop environment

Author Account Manager

2011 to 2012

FriesenPress Publishing, Victoria, BC

FriesenPress is a self-publishing start-up on Vancouver Island.

- Coordinated book projects for up to fifty clients simultaneously
- Analyzed usability of author online services through user and in-house feedback
- Performed routine quality assurance audits on files before print and e-pub conversion
- Liaised with design, sales, marketing to meet client expectations and project deadlines
- Created custom graphics to organize workflow information for team members
- Acted as creative advisor for book design; analyzing ideas and offering expertise
- Collaborated on updating and maintaining workflow processes in a start-up setting

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Service Pro (Bank Teller)

2010 to 2011

Coast Capital Savings Credit Union (Bay Centre), Victoria, BC

Coast Capital is an innovative credit union based on the West Coast.

- Built rapport with credit union members, advising on financial products and services
- Processed code accurately and efficiently in a fast-paced environment
- Ensured security of client and internal files throughout daily practices
- Respectfully and diligently followed British Columbia Credit Union policies

Barista & Curator

2009 to 2010

Get Juiced Café, Guelph, ON

- First hired at brand new locally owned fresh juice bar and cafe
- Painted murals and created interior displays
- Showcased art and recruited local student art for display

Tour Guide and Retail Associate

Summer 2009

Sleeman Breweries Ltd., Guelph, ON

- Guided local and international visitors through brewery, maintaining safety and security standards
- Independently closed retail store

Student Production Technician (Quality Assurance)

Summer 2006, 2007 and 2008

General Motors Canada Ltd., Oshawa, ON

- Inspected several car models for quality in a fast-paced factory environment
- Responsible for trim inspection and electrical testing

VOLUNTEER WORK

- Ladies Learning Code, Toronto, 2013
- Maritime Museum Research Committee, Victoria, 2012
- Coast Capital Student Awards Committee, Victoria, 2011
- Rifflandia Festival Volunteer, Victoria, 2010
- Guelph Hillside Music Festival and Guelph Jazz Festival, Guelph, 2009
- CFRU, University of Guelph Campus Radio Station, Guelph, 2008

*References available upon request
Portfolio available at caroshaw.com*