

Lorraine Poulsen

ADDRESS: Edmonton, Alberta, Canada

OBJECTIVE

Seeking a position with an organization committed to quality performance and professional initiative.

RELATED SKILLS

- Editing
- Reporting
- Proofreading
- Photography
- Computer skills
- Variety of software on both Apple and PC platforms (Quark Xpress, Adobe Photoshop, Illustrator, Microsoft Office)
- Public relations
- Organized and responsible
- Self-motivated

EXPERIENCE

2016 - present | Retired

Since stepping back from the media industry, I've focused on hobbies and projects at home. I recently oversaw renovations in my basement and while I have no concrete plans, I'm looking forward to doing some additional travel in the years to come.

2009 - 2016 | Viking Weekly Review

Editor/Manager

As the Editor/Manager at the Viking Weekly Review, my day is split between various responsibilities. I provide written content for each edition; I design, layout, and compile each issue before sending the proof to be printed; and I also oversee the day-to-day operation of the newspaper's store front and its staff.

2006 - 2007 | Edmonton Journal

Proofreader

My duties at the Edmonton Journal consisted of reading copy and correcting grammatical and/or stylistic errors before sending it to print.

2003 - 2006 | Fort Qu'Appelle Times

Editor

As editor for The Times, I was responsible for writing and editing news copy and a weekly column and editorial. I assisted with design and layout on all publications.

EDUCATION

2001 - Diploma, Graphic Imaging & Communications from NorQuest
Edmonton, Alberta

1972 - Journalism Degree from Cambrian College
North Bay, Ontario

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