

# Lorraine Poulsen

**ADDRESS:** Viking, 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

### **2009 - Present | 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.

### **1999 - 2003 | Various Alberta Weeklies**

*Reporter/Editor*

Working as a reporter/editor for the Morinville Free Press, The Redwater Review, The Slave Lake Scope and a weekly paper that served Wabasca, I wrote articles, edited copy, authored special editions, took ads and supplied photos for all the papers.

---

## EDUCATION

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

1972 - Journalism Degree from Cambrian College  
North Bay, Ontario

**PHONE: 780.935.8641**      **EMAIL: lainiethal@hotmail.com**

**WEBSITE: [www.LainiePoulsen.com](http://www.LainiePoulsen.com)**