

Jane A Hurst

9 Locks Road Dartmouth NS B2X 2J6 jane@cleanmediadesign.com 902 877 6759

SUMMARY

A highly professional web developer, with an exceptional ability to problem solve, launch projects on time, and make clients feel they have partnered with someone who understands and genuinely cares about their vision.

TECHNICAL EXPERTISE

SOFTWARE	WordPress, SQL Server, Dreamweaver, Photoshop, Drupal
LANGUAGES	php, Java, XHTML, CSS, asp, FBML
PLATFORMS	Windows, Linux, Mac

EXPERIENCE

OWNER & WEB DEVELOPER
Clean Media Design, Dartmouth NS
2008 – present

- Created and managed website for sale of baby products
- Developed websites and WordPress blogs for many clients by designing custom templates, using php, HTML and CSS
- Integrated shopping cart services and newsletters for clients, specializing in 1ShoppingCart, and also using ConstantContact and Aweber
- Managed VAnetworking.com/forum IPBoard3, including theming and upgrading
- Created custom Facebook tabs using FBML and iFrames
- Set up NING sites, including custom templates and group management
- Managed a group of ~100 websites via WHMvps
- Clean hacked WordPress sites
- Performed bookkeeping and invoicing via Freshbooks

PARTNER, SMALL BUSINESS
MilkMonkey.ca Baby Products,
Sackville NS
2005 – 2009

- Created and managed website for sale of baby products
- Produced products including procurement, design, manufacturing, testing and distribution
- Demonstrated product usage to prospective clients

OFFICER, CANADIAN FORCES
1997 – 2000

Training Department Officer, 1st Canadian Air Division
Winnipeg MB 1998-1999

- Assisted department in all computer issues: software, hardware and training
- Received a Commendation for outstanding work
- Created a website for a multimillion dollar project:
NATO Flying Training in Canada - 1999

Air Coordinator Assistant, Rescue Coordination Center
Halifax NS 1999-2000

- Acted as one of four team members, consisting of Air Force and Coast Guard personnel, in search and rescue of people at sea
- Trained in maps, tracking, radios, and specialized computer software
- Answered the emergency phone and monitored satellite EPERB tracking
- Wrote daily reports to various government agencies
- Assisted unit with software and hardware issues

Officer Training
Halifax NS 1997

- Basic Officer Training Level 1&2, Saint-Jean QC
- Marksmanship award
- Canadian Forces Language Training School, Saint-Jean QC and Winnipeg MB

POOL DECK SUPERVISOR
Dartmouth Sportsplex
Dartmouth NS
1989 – 1996

- Supervised a group of lifeguards and swimming instructors during open swims and lessons
- Assessed lifeguard and instructor skills, and provided constructive criticism, and reports to management
- Public relations with patrons and parents of swimmers
- Instructed and examined lifeguards for National Lifeguard Certification

SOFTWARE TRAINER
Concentrics Communications Canada
Dartmouth NS
1990 – 1996

- Assisted in software development and wrote user manuals
- Tutored clients in FirstClass software (OpenText) including the Medical Society of Nova Scotia, and the Nova Scotia Teachers Union

EDUCATION

UNIVERSITY OF MANITOBA
Bachelor of Science
Math and Computer Science
2001

SAINT MARY'S UNIVERSITY
Diploma in Engineering
1996

ACTIVITIES & OTHER QUALIFICATIONS

- Member of Solar Nova Scotia
- Certified First Aid and CPR
- WHMIS, fire fighting and damage control
- Government French Tested – CCB, Winnipeg French Language Training Center 1999