

# Joanne N. Gervais

526 Cambridge Ave.  
Kelowna BC V1Y 7M3

joannegervais.net

c: 250-718-5486  
jomh@mac.com

## **Skills and Personal Strengths:**

- **Administrative experience**; very **organized**, hard working and **reliable**, have the initiative and **confidence to work independently**, adept **multitasker**, **collaborator and team player**, able to work well under pressure
- Excellent **communication skills** and **creative problem solving**; university master degree level writing and presentation experience, critical thinker
- **Technology and software proficiency**; am proficient with publishing, graphics, office and video editing programs (Adobe Creative Suite, MS Office 2010, Final Cut Pro, Motion, Soundtrack Pro); basic knowledge of HTML and general administrative and electronic communications and technology including various content management systems.
- **Productions and Promotions**; I am experienced with the coordination, **creation, design** and promotion of numerous projects from the ground up (events, **video productions, exhibitions, websites, DVDs**)
- **Human Resources**; I have experience with coordination of people; directing and managing team members; orchestrating people and information towards specified goals, often serving as intermediary between conflicting parties, managing budgets and schedules

## **Work Experience:**

### **Videographer, Photographer, Editor, Graphic & Web Design, Administrator**

(Sept. 2007 – Feb. 2010 under a Graduate Research title then reclassified as a Management and Professional position from Feb. 2010 to August 2011)

(Centre for Social, Spatial and Economic Justice, UBC Okanagan, 368 Arts Building, 3333 University Way, Kelowna, BC)

- Proficient and regular handling and design using Microsoft Office suite and Adobe Professional as well as several web content management Systems
- Upkeep of client relations and communications including creating and organizing presentations, videos and websites press releases, PowerPoint presentations, brochures, posters, advertisements
- Responsible for video production (scripting, taping, editing, formatting, uploading) of documentaries and events
- Responsible for invoices, scheduling, and archiving of data
- Collaborate with staff to effectively translate information into the design of posters, brochures and other promotional, communication or educational material

### **Key projects during this employment:**

- Re-design of Centre for Inclusion and Citizenship website for UBC Vancouver (<http://cic.arts.ubc.ca/>)
- Producing Perioperative Teaching 4 disc DVD compilation for Interior Health
- Setting up of CSSEJ website (<http://www.ubc.ca/okanagan/cssej/welcome.html>) and Cultural



**Other Training:** 2010 WHMIS Two year certification for Hazardous Material Identification.

---

**Awards:** 2009 Pacific Century Award Scholarship  
 2008 Pacific Century Award Scholarship  
 2006 CanWest Global Centre for Artist' Award

---

**Committee Experience:**

2008 International Day for the Elimination of Racial Discrimination (IDERD) committee, UBC Okanagan  
 2007 Programming Committee; Alternator Gallery For Contemporary Arts  
 2005 -06 Treasurer of Visual Arts Course Union, UBC Okanagan  
 2005 Treasurer and organizer for Art on the Line  
 2005-06 Exhibition Committee, UBC Okanagan

---

**References:**

**Mike Berger**

Media Technician, Department of Creative Studies,  
 UBC Okanagan, Faculty of Creative and Critical Studies  
 Office: FIN 228A  
 Telephone: 250-807-9778 [michael.berger@ubc.ca](mailto:michael.berger@ubc.ca)

**Stephen Foster, B.F.A., M.F.A.**

Associate Professor  
 Department of Creative Studies, Faculty of Creative and Critical Studies,  
 UBC Okanagan  
 Office: FIN 167 250-807-9767 [stephen.foster@ubc.ca](mailto:stephen.foster@ubc.ca)

**Dr. Mike Evans**

Professor & Co-Director, Centre for Social, Spatial, and Economic Justice, UBC Okanagan  
 Office: ARTS 368B [Mike.Evans@ubc.ca](mailto:Mike.Evans@ubc.ca)  
 Head of School and Dean of Arts and Social Sciences  
 School of Arts and Social Sciences, Southern Cross University PO Box 157, Lismore NSW 2480,  
 Australia  
 Ph: 66269161 Email: [mevans@scu.edu.au](mailto:mevans@scu.edu.au)

**Juanita Yuill**

Manager  
 Food/Housekeeping Services, Central Okanagan Interior Health  
 2268 Pandosy St  
 Kelowna, BC V1Y 1T2  
 Bus: 250-862-4300 L3214 [juanita.yuill@interiorhealth.ca](mailto:juanita.yuill@interiorhealth.ca)