

# JULIAN RICKARDS

156 DUFFERIN STREET, SUDBURY, ON P3C 4W6 (705) 564-9244

Email: [julian@jrickards.ca](mailto:julian@jrickards.ca) Website: <http://jrickards.ca>

---

## HIGHLIGHTS OF QUALIFICATIONS

---

- ◆ Competent and independent worker with good organizational and excellent people skills
- ◆ Strong skills and extensive working experience with a wide variety of computer software
- ◆ Independent learner and self-starter but not afraid to ask questions when problems arise
- ◆ Enjoy teaching tremendously
- ◆ Eager to work on new and interesting projects

## RELEVANT EXPERIENCE:

---

### Computer Skills:

- ◆ experienced with web site design and maintenance:
  - ▶ knowledgeable of HTML, XHTML, CSS, JavaScript and WCAG
  - ▶ experienced with CorelDRAW 8 and Corel Photo Paint 8, Photoshop 5 LE, Fireworks MX, Dreamweaver MX and FrontPage, BulletProof and Filezilla FTP software
  - ▶ configured and run Apache web server and Personal Web Server for testing and development
- ◆ experienced with business software including:
  - ▶ MS Office Professional, Corel WordPerfect Suite, Outlook and Pegasus Mail, Acrobat 5
  - ▶ limited experience with Visio, Microstation, ArcExplorer and PageMaker
- ◆ contracted to provide diskette and CD-ROM duplication for the Ministry of Northern Development and Mines and for Allianz Canada Ltd.
- ◆ developed complex WordPerfect for Windows macros: legal forms that requested text input, advanced text formatting, dialog boxes with various input control and data saving and retrieval

### Training and Communication Skills:

- ◆ several years of part-time and full-time experience teaching computer courses in a school setting
- ◆ have taught both General Interest as well as Ontario Secondary School Diploma courses
- ◆ taught students on the use of WordPerfect (DOS & Windows), Lotus 123 (DOS & Windows), Internet (browsing, search engines, email), file management (DOS & Windows), ACCPAC Simply Accounting (DOS & Windows), Word, Excel, Access and CorelDRAW
- ◆ developed course outline, course notes, exercises and tests/examinations for several courses
- ◆ worked as the Biology Lab Co-ordinator: duties included organizing lab demonstrations, briefing lab demonstrators on material, creating tests, exams and marking schemes and maintaining student records
- ◆ authored "Macromedia Dreamweaver MX: Creating Web Pages" for Against The Clock Publishers, (December 2002) for use in schools
- ◆ technical editor of "JavaScript: Designing for the Web", Against the Clock Publishers, scheduled release, Spring 2003

**EMPLOYMENT HISTORY:**

Feb. '03 - present	<b>Assistant Cartographer</b>	MNDM, Publication Services Section
Sept. '02 - Feb. '03	<b>Geological Assistant</b>	MNDM, Publication Services Section
Dec. '01 - Mar. '02	<b>Systems Officer</b>	MNDM, Information and Marketing Services
May. '01 - Present	<b>Web Master</b>	Sudbury Theatre Centre, Sudbury, ON
May. '01 - Present	<b>Web Master</b>	CUAC, New York, NY
Feb. '00 - Present	<b>Web Master</b>	Thorneloe University, Sudbury, ON
Feb, '94 - Dec. '01	<b>Computer Instructor</b>	St. Albert Adult Learning Centre, Sudbury, ON
1993 - 2001	<b>Disk/CD-ROM Copying Contract</b>	Ministry of Northern Development and Mines, Ontario Geological Survey
June '99 - July '99	<b>Computer Instructor</b>	Toronto School of Business, Sudbury, ON
Oct. '99 - Apr. '00	<b>Office Assistant</b>	Family Enrichment Centre, Sudbury, ON
Nov. '99 - Jan. '00	<b>Graphic Illustration</b>	INCO Ltd., Sudbury, ON
1992 - 1998	<b>Computer Consultant</b>	Various clients in Sudbury
Oct. '92 - May '93	<b>Social Policy Analyst</b>	Regional Municipality of Sudbury
Jan. '92 - Mar. '92	<b>Computer Systems Officer</b>	Ministry of Northern Development and Mines, Ontario Geological Survey
Jun. '89 - Dec. '91	<b>Assistant Manager</b>	Black's Photo Corp., Sudbury City Centre
Sept. '86 - Mar. '87	<b>Biology Lab Co-ordinator</b>	Laurentian University, Biology Department
Sept. '85 - Mar. '88	<b>Biology Lab Demonstrator</b>	Laurentian University, Biology Department

**EDUCATION:**

Sept. '00 - present	Cambrian College, Sudbury, ON Diploma: <b>Webmaster Professional Certificate (in progress)</b>
Jan. '93 - Mar. '93	Cambrian College, Sudbury, ON Diploma: <b>Certificate in Microcomputer Applications (incomplete)</b> Grades: 4.0 GPA to date
1985 - 1988	Laurentian University, Sudbury, ON Degree Received: <b>M. Sc. Biology/Biochemistry</b> Thesis Title: Overwintering Adaptations and Physiology of <i>Diplolepis spinosa</i> (Ashmead) (Hymenoptera: Cynipidae).
1984 - 1985	Carleton University, Ottawa, ON Thesis Title: The synthesis and accumulation of glycerol as a cryo-protectant in the overwintering moth larva, <i>Epiblema scudderiana</i> .
1979 - 1984	University of Guelph, Guelph, ON Degree Received: <b>B. Sc. Physiology/Zoology</b> Thesis Title: Can ciliates adjust their intermembranellar spacing to prey size?

**REFERENCES:**

Available upon request

Last Modified: March 5, 2003