

# Kathryn Blair

#502 5920 Iona Drive, Vancouver, BC. V6T 1J6.

(604) 225-5987

**Portfolio:** <http://glass-slipper.net>

kath@glass-slipper.net

## Skills

- Technical Design**
- Familiar with Typo3 Content Management System; used to set up the UBC Arts Co-op website, including dynamic features.
  - Extensive knowledge of HTML / CSS, Wordpress, Adobe Photoshop & Illustrator. Skills built designing for organizations including Intestinal Disease Education and Awareness Society, Trigena Systems Ltd., on the web team for the Arts Co-Op Student's Association and the Visual Arts Student's Association.
  - Design abilities honed through work on aforementioned websites and training in Visual Arts
  - Familiar with standard office applications.

- Communication**
- Developed clear and concise writing and editing skills as a technical writer at Business Objects.
  - Clear communication skills developed working with people from different units at Business Objects and at UBC Arts Co-op office; presented ideas and opinions on feasibility clearly from a design, time-management, and technical standpoint.
  - Developed strong public speaking, content development skills planning workshop on accomplishment statements for 2008 Get Learn'd Conference; will be presented at UBC Arts Co-op Pre-employment training, November 2008.

- Administration**
- Edited, updated user guide at Business Objects, required time management, organizational skills, ability to work autonomously.
  - Planned and executed complete re-work of UBC Arts Co-op site, including design, back-end, and extensive content update. Required ability to move project along with stakeholders.
  - Create budget, plan events as president of Visual Arts Students Association; develop administration, interpersonal and motivational skills.

## WORK & VOLUNTEER EXPERIENCE

### Web Design & Projects Assistant (Co-op)

*Vancouver, BC*

*UBC Arts Co-op Office*

*May, 2008 – August, 2008.*

- Assess website needs for the Co-op Office to create effective website and logo designs; developed keen analytical and design skills; built marketing skills. Required strong communication and interpersonal skills to communicate ideas, make group decisions.
- Plan timeline and resources for website project, including a photo shoot; built time management and organizational skills.
- Complete technical set up of UBC Arts Co-op Website; write HTML / javascript, use Typo3 Content Management System to serve dynamic & static content. Requires technical knowledge, ability to learn quickly, work autonomously, and self-motivate.
- Worked with staff from other units to present Resume Workshop to student staff members; developed public speaking, planning, and advising skills.

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## **Web Team Co-Chair (Volunteer)**

*Vancouver, BC*

*Arts Co-op Students Association*

*May, 2008 – August, 2008.*

- Redesign and maintain ACSA Website, assist other execs to update site, implement features such as forum and event calendar; increase usefulness of site; develop technical, design skills.
- Participate in Networking events with junior Arts Co-op Students, foster community feeling within the program. Assisted 2 prospective arts co-op students with applications.
- Mentored 2 junior arts co-op students in visual arts program; increase their confidence and knowledge of the co-op process, especially in context of art-related positions.
- Proposed, planned, and presented workshop on accomplishment statements at Get Learn'd Conference 2008. UBC Arts Co-op Program will use workshop in Pre-employment training, 2008.

## **Technical Writer (Co-op)**

*Vancouver, BC*

*Business Objects*

*April 30<sup>th</sup> 2007 – December 21<sup>st</sup> 2007*

- Update and supplement content of an end-user software guide. Built clear and concise writing skills. Required autonomy, time management, and organizational skills.

## **President (Volunteer)**

*Vancouver, BC*

*Visual Arts Students Society (VASA), UBC*

*May, 2008- present*

- Plan budget for coming year, incorporating events and revenue sources; liaise with AMS, ensure that all necessary actions are taken. Requires organizational skills.
- Liaise with department of Art History Visual Art and Theory on behalf of the club; represent VASA at departmental events, building interpersonal and public speaking skills.

## **Web Designer**

*Vancouver, BC*

*Intestinal Disease Education and Awareness Society (IDEAS)*

*February, 2007 – present*

- Design 4 websites for IDEAS. Code designs, solve any issues that arise throughout the process. Create auxiliary graphics and features for the sites.
- Implement content management system to make it easier for the IDEAS staff to update sites; teach them how to use it. Work autonomously, meet IDEAS' deadlines, while taking classes.

## **Education**

### **University of British Columbia**

*Vancouver, BC*

*2005-present*

Pursuing BFA Honours in Visual Arts. Currently in fourth year.

### **Relevant courses:**

*Women's Studies 224: Women in Literature.*

*Visual Arts 471A: Contemporary Art in*

*Wrote 3 group essays with 2-3 other students;*

*Vancouver. Student Directed Seminar.*

*changed method, ensure essays were*

*Presented on art exhibition; wrote exhibition*

*coherent. Gained writing, interpersonal skills.*

*reviews. Developed speaking skills.*

## **ACHIEVEMENTS & INVOLVEMENT**

- Facilitator, Student Directed Seminar, *Practical Experiments in Contemporary Art*. Will run January-April 2009.
- Arts Co-Op Student of the Year Award Honourable Mention, 2007-2008
- Member of the Golden Key Honours Society
- Recipient of IODE Fine Arts Scholarship, President's Entrance scholarship, Trek Scholarship (2), Alexander Rutherford Scholarship.