

Britt Santowski

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Objective: To work with writers and authors (corporate and otherwise) as editor/copy editor, helping you present your best work to your readership, delivering the intended benefit to your readership, with the results you envision.

Specialized Skills:

- Big picture visionary with motivational impact on fellow team members
- Superior organizational skills, with the added benefit ensuring other team members also stay on target
- Highly experience communicator, with over two decades of experience handling extensive editing and copy editing assignments
- Highly intuitive career and communications professional with exceptional writing skills and proficient technical capabilities.
- Written numerous in-house company documents including program proposals, five-year plans, research reports and executive correspondence.
- Excellent organizer who is adept at establishing efficient work processes.
- Author of The Three Strategies of the Unstoppable woman, see www.thethreestrategies.com
- Certified Publication Coach, specializing in coaching future and current authors through the writing, publishing and promotion stages

Computer Skills:

Proficient in the use of the following computer tools and resources:

- MS Word/Office Suite 2003
- Adobe Acrobat 9 Pro
- Dreamweaver CS3
- Adobe Photoshop CS3
- PageMaker (with intent to upgrade to InSight CS4)
- Wordpress (hosted on own server, NOT on wordpress.com)
- Hosting services including GoDaddy.com and 1and1.com
- Audacity
- Dragon Speaking Naturally

Professional Experience:

2006 – 2010 I'm Allowed, Victoria BC

Author, Entrepreneur, Educator, Consultant

- Designed and developed Confidence 101 workshops for people interested in improving their current employment/life situation
- Wrote corresponding student documentation and student website
- Wrote non-fiction book titled *The Three Strategies of the Unstoppable Woman*, to be released in April 2010 through Aviva Publishing (New York)
- Developed and executed online marketing strategies to distribute book and build a career as a workshop facilitator
- Built, maintained and managed two to three blogs using WordPress, customizing themes and plugins to achieve the desired site functionality appropriate to each site
 - <http://www.imallowed.com>
 - <http://www.theflawofattraction.com>
 - <http://www.chickrag.com>
- Wrote, edited and published blog content along with online market material
- Produced and recorded several audio books

1998 – 2007 Vancouver Island Safety Council, Victoria, BC

Chief Instructor and Website Administrator

- Provided individual- and team-teaching instruction to novice-motorcycle students
- Designed, developed and maintained their website at <http://www.visafetycouncil.com>
- Assisted in the development and documentation of Policies, Standards and Guidelines
- Founded and coordinated Canada's first and only "Women's Only Course"
- Promoted to Senior in 2000; Promotion to Chief scheduled for December 2002
- Attained ICBC certification as Traffic Skills Assessment examiner in 2001

2004 – 2006 Contractor, Government of BC, various ministries Victoria, BC

Information Architect, Contractor

- Oversaw the redesigned of information architecture for numerous sites including:
- Health Insurance: <http://www.health.gov.bc.ca/insurance/>
- Pandemic: <http://www.health.gov.bc.ca/pandemic/>
- Immigration Resources <http://www.ag.gov.bc.ca/immigration-resources/index.htm>
- Edited content to fit new format

1998 – 2006 Executive, Vancouver Island Safety Council, Victoria, BC

Chief Instructor

- Provided adult education to student and to trainers
- Executive role, with main responsibility as Human Resource Planner
- Wrote, edited and developed content for the corporate website, <http://www.visafetycouncil.com>

Professional Experience (continued):

2000 – 2004 Employee, Government of BC, various ministries, Victoria, BC

Web Manager

- Facilitated strategic and web planning meetings
- Wrote policy, guidelines and web documents
- Edited articles from other employees for placement in the internal online newsletter
- Researched and wrote original documents for the internal online newsletter

1997 – 2000 Morgan Media Inc/Big Picture Technologies, Sidney, BC

Trainer/Head Writer

- Developed curriculum & training program for an online course building tool
- Provided end-user training to School District 62 and University of North Carolina
- Trained other software trainers
- Documented Morgan Media's cross-platform (Windows and Mac) educational-software
- Researched, wrote, edited and provided layout for user manuals
- Wrote HTML documentation

1991 – 1993 German Canadian Congress, Ottawa ON

Writer and editor

- Wrote, researched and edited a pamphlet series for German newcomers to Canada
- Provided numerous other writing and editing tasks

Volunteer Experience:

- Book Reviewer, Canadian Book Review Annual, 12 years
- Counsellor, Citizens' Counselling Centre, 2 years
- Crisis Counsellor, Victoria's Sexual Assault Centre, 3 years

Academic Education:

1993 - 1995 Memorial University of Newfoundland, St John's, NF

Master of Arts, English Literature

1986 - 1991 University of Waterloo, Waterloo, ON

Bachelor of Arts, English Literature (Cooperative Education)

Also attended University of Ottawa (between 1991 and 1993) and University of Victoria and took a range of counselling / psychology courses (2001)

Additional Education

Adult Education Principles (Victoria BC)

- 1997-98 Motorcycle Instructor Training, Vancouver Island Safety Council
- 2004-08 Taught Adult Education Principles to other Instructor Candidates as a part of my role as Chief Instructor

Leadership (Victoria BC)

- October 2001 Interpersonal Communication
- October 2001 Leadership for Supervisors
- May 2001 Facilitating for Results
- March 2001 Project Management (PM200)

Counselling and Interpersonal Skills

- Sept – Dec 2001 Helping Relations (University of Victoria)
- 2000- 2001 Counsellor Training, Citizen's Counselling Centre, Victoria, BC

References:

Furnished upon request