

SOPHIA MAXWELL

{ sophiamax.com | [linkedin.com/in/sophiamaxwell](https://www.linkedin.com/in/sophiamaxwell) }

- * master's degree in Library and Information Studies, graduated with merit
- * bachelor's degree in business with a concentration in marketing, graduated with 4.02/4.3 GPA
- * experience in web development, project management, event management and communications
- * three years of experience working on corporate and education Drupal websites
- * two years of supervisory and client liaison experience in investment banking graphics units
- * eight years of international experience in print and presentation design/production

{ EDUCATION }

Santa Rosa Junior College - SANTA ROSA, USA

[Web Programmer & Web Designer](#) Certificates - *Certificates awarded May 2017*

- * Grade Point Average 4.0
- * HTML5, CSS3, WordPress, Bootstrap, JavaScript, PHP, MySQL, C++, screen design, Agile/Scrum, Photoshop

City University - LONDON, UK

Master of Science in Library and Information Studies - *Degree granted April 2008*

- * graduated with merit
- * earned a distinction on master's dissertation, entitled: *The influence of gender on Web search behaviour: a small-scale empirical study of UK Web users*
- * awarded a £2,000 Informatics scholarship

Dalhousie University - HALIFAX, CANADA

Bachelor of Commerce, Co-operative Education

- * graduated with distinction, Grade Point Average 4.02/4.3
- * awarded Commerce Alumni Award for Marketing (given to the top marketing student in the graduating class)
- * Dean's List, 1994 – 1997
- * awarded Hector McInnes Memorial, Dalhousie University and Stewart Lockie Gibson scholarships

{ EXPERIENCE }

Modern Media - HALIFAX, CANADA

Junior Web Developer - 2017 to present

- * edit existing websites and work on new websites built using Drupal open-source content management system
- * work as part of a programming team using Github and Gitlab for version control
- * work with remote project managers using ActiveCollab for communication and project management
- * learning HTML5, CSS, JavaScript, PHP, Twig, Valet, Yarn, PlatformSH, Linux, Sketch, responsive design

Santa Rosa Junior College - SANTA ROSA, USA

Distance Education Ninja, Learning Resources & Educational Technology - 2017

- * created resources and provided support to assist faculty and staff learn Canvas and other online learning tools
- * assisted instructors with migration of course materials from CATE (proprietary LMS) and Moodle to Canvas
- * website additions, improvements and redesign using Drupal at administrator level
- * maintenance and clean up of Access database for department activity tracking and reporting

Senior Instructional Assistant, Information Technology - 2016

- * based in a computer lab for computer studies and business administration students
- * assisted students with software queries, general computer usage and other technology for accessing curriculum and/or performing coursework
- * trained and directed student employees

Web Project Coordinator, Information Technology - 2015 to 2016

- * responsible for driving rollout of new Drupal CMS to instructional and non-instructional department websites
- * conducted outreach to department staff to initiate migration, then facilitated and tracked migration process
- * liaised between web developers, department staff and project management
- * created department websites, generated content for main college home page

{EXPERIENCE continued}

United Way Toronto - TORONTO, CANADA

Administrative Assistant, Research, Public Policy and Evaluation - 2012 to 2014

- * provided administrative support to the Director and seven team members in very dynamic research and policy department within the largest United Way in North America
- * event planning and management for lectures and conferences

British Sky Broadcasting - LONDON, UK

Presentation Designer - 2009 to 2010

- * designed bespoke presentations for the CEO, board of directors and other clients using PowerPoint, Adobe Creative Suite and Cinema 4D on both PC and Mac platforms
- * designed, assembled, and edited proposals using MS Office and Adobe Creative Suite
- * designed and managed the corporate Word templates distributed via the Intranet to 15,000 employees

Williams Lea at N.M. Rothschild, Merrill Lynch, Deutsche Bank & other clients - LONDON, UK

Presentation Operator - freelance work; various dates, 2000 to 2009

- * worked with investment bankers in the production of pitches, deal documents and slideshows using Microsoft Word, Excel, and PowerPoint at an advanced level
- * created tables, maps, diagrams, charts and graphs in corporate style and working to tight deadlines

Citigroup Global Banking and Merrill Lynch - LONDON, UK

Workflow Supervisor - 2006, Workflow Coordinator - 2004 to 2005

- * client facing role on front desk of high volume 24/7 investment banking presentation graphics unit
- * received and estimated jobs, negotiated deadlines with bankers and managed workflow
- * liaised between bankers and operators and dealt with any client complaints
- * supervised up to 20 operators; spot checked their work and provided feedback where necessary

Radisson Seven Seas Cruises - FORT LAUDERDALE, USA

Desktop Publisher aboard the m/s Seven Seas Navigator & Mariner - 2001 to 2002

- * worked with the cruise director, the hotel director and the head chef to produce the ship's daily program, menus and film guide
- * researched and wrote articles for the front cover of the ship's daily program
- * produced certificates, forms, signage, price lists, etc. for various departments on board the ship
- * wrote, edited and laid out a tabloid style bimonthly crew newsletter

{TECHNICAL SKILLS}

Web development/programming HTML5, CSS3, JavaScript, PHP, C++, WordPress, Bootstrap, Drupal

Adobe Creative Cloud Photoshop, Dreamweaver, Premiere Pro, InDesign

Office software Word, PowerPoint, Excel, Access, Acrobat DC

{LANGUAGES}

French Intermediate spoken and written

{VOLUNTEER WORK & OTHER ACTIVITIES}

- * 2016: Rescue dog parent, California Animal Rescue
- * 2015 to 2017: Outreach volunteer and organizer, Compassionate Living, FFAC
- * 2013 to 2014: Foster parent, Toronto Cat Rescue
- * 2012 to 2014: Outreach volunteer for the Toronto Vegetarian Association
- * 2010 to 2011: Weekly shelter cleaning volunteer at Valley Animal Shelter, Wolfville
- * 2007 to 2008: Volunteer dog walker for The Cinnamon Trust, London
- * 2003: Walked solo across Spain in 21 days on the Camino de Santiago