**KIMBERLY LOCHHEAD**

**(613) 769.9404**

[**Kimberly.lochhead@gmail.com**](mailto:Kimberly.lochhead@gmail.com)

**OBJECTIVE**

To gain employment as an English Editor with the NRC’s Construction Portfolio. There, I could employ my journalism education, editing and proofreading experience and knowledge of building infrastructure and environmental issues to support the mandate of the communications team.

**EDUCATION**

## Bachelor of Journalism, Carleton University *2003-2007*

* Graduated with high honours
* Double majored in history; Specialized in magazine, online and newspaper reporting
* Developed strong writing, researching, editing, organizational and communications skills

**RELEVANT WORK SKILLS**

* Journalist and marketing professional with excellent communication abilities
* Sharp editing and proofreading skills and thorough knowledge of Canadian Press style
* High level of social media knowledge across multiple platforms
* Proficient in various software programs in both Mac and PC environments
* Strong managerial and organization skills
* Reliable, punctual, self-motivated, outgoing and quick learner

**WORK EXPERIENCE**

**Writer/Editor and Project Manager, Ascribe Marketing Communications Inc.**

*August 2011 to present*

* Writes and edits a variety of communications products including articles, press releases, annual reports, integrated marketing campaigns and web and multimedia scripts
* As part of the Ascribe writing team, also provides research and content support to clients from the private and public sector
* As Project Manager, supports the daily operations of the agency, interfaces with clients, and oversees the planning, execution and progress of multiple projects within tight timelines

**Director of Operations and Associate Editor, Ottawa Life Magazine**  
*April 2010 to 2011*

* Responsible for daily logistical and editorial operations of one of Ottawa’s highest profile and most prestigious magazines
* Managed the entire editorial staff (layout editor, photo editor, politics editor, features editor, arts editor, food editor, travel editor) as well as a team of freelancers and columnists in a collaborative team environment
* Proofread and edited all stories in each issue for clarity, accuracy and uniformity under the Canadian Press Style Guide (the national journalistic standard)
* Collaborated with clients to create promotional ad content, solidifying strong working relationships through annual and multi-year contracts
* Coordinated photo shoots for editorial spreads and front covers
* Wrote extensive front cover stories on a range of topics using heavily researched Internet sources including both federal and municipal politics

**Reporter/Photographer, The EMC Newspaper**   
*March 2008 to April 2010*

* General assignment reporter and photographer for the Nepean/Barrhaven edition of the paper
* Assisted with layout design and supervised the peer review process for each issue
* Covered a range of issues, including provincial and municipal politics, education, seniors, health, environment and the arts
* Edited copy for errors in grammar, punctuation, and spelling
* Checked for readability, style, and agreement with editorial policy

**Junior Communications Officer, Canadian International Development Agency (CIDA)**   
*April 2007 to August 2007*

* As a junior communications officer, performed writing and editing duties on internal and external documents and web material
* Researched, wrote, edited, and produced public communications products such as news releases and feature stories
* Cross-checked facts, spelling, grammar and style of editorial material for website and communication products

**Telecounselor, Carleton University Undergraduate Recruitment Office**   
*2006 to 2007*

* Assisted students with their application process
* Proofread and edited their applications to ensure accuracy and clarity to improve their chances of acceptance

**INTERNSHIP/VOLUNTEER EXPERIENCE**

**Rwanda Initiative, Media Development Program**   
*September 2007*

* Traveled to Kigali, Rwanda for a prestigious one-month journalism internship program through Carleton University
* Copy editor and assignment reporter for the business desk at Rwanda’s English newspaper, The New Times in Kigali

**Global National Television, Ottawa**   
*Summer 2006*

* Shadowed and assisted reporters with stories by gathering clips, selecting those for editing and developing story ideas

**St. Theresa Catholic School and** **Jean Vanier Catholic Intermediate School, Ottawa**  
*November 2008*

* Gave high school student tours of the EMC Community Newspaper office and lectured on the journalism profession

**QUALIFICATIONS AND ACCOMPLISHMENTS**

* Completed Professional Management Consultants’ Workload and Time Management Course
* Ontario Volunteer Service Award for Active Citizenship
* President, Carleton University Journalism Society, 2006-2007

**REFERENCES**

Lauren Newby

Marketing Coordinator, Minto Developments Inc.

Mark Hayes

Marketing and Media Manager, Shopify

Jonathan Ward  
Chief of Electronics, Canadian Intellectual Property Office, Industry Canada

*\*Contact information available upon request*