

Heather Lemieux
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Naramata, BC V0H 1N0
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OBJECTIVE

Freelance technical writing.

EXPERIENCE

Uniting Projects & Capital, Vernon BC - April 2014 - Present - Subcontractor

Grant writing, reports, presentation design and spreadsheets.

RDOS, Regional District, Okanagan-Similkameen, Naramata BC - October 2012 - Present - Contractor

Naramata Water Advisory Council - Writer

Naramata Parks & Recreation - Writer

Naramata - [Area 'E' Planning Commission](#) - Writer

Naramata Playschool Society, Naramata BC - September 2010 - February 2014

President - 2013 - 2014

Manager - 2012 - 2013

Preschool Assistant - 2010 - 2014

Secretary - Writing Meeting Minutes - 2010 - 2012

Naramata Childcare, Naramata BC - April 2006 - June 2014

Owned and operated a home business - (LNR) daycare.

Janice A. McMath, Notary Public, Surrey BC - D. June 7th, 2008 - July 2004 - January 2006

Assistant conveyancer, administration and receptionist. Prepared and edited conveyancing, affidavits, wills, land title documents and cover letters.

EDUCATION

Vancouver Island University, Nanaimo BC - 2014

Technical Writing Program - Technical Communication Certificate - current

University of the Fraser Valley, Abbotsford BC - 2001 - 2002

Early Childhood Education

Interpersonal Communications

Business Communications

RDOS Grant Writing Workshop - Uniting Projects & Capital, Penticton BC - February 2014

Grant writing, proposal writing, opportunities and tools for success.

CERTIFICATES

Technical Writing Certificate - in progress - Vancouver Island University

SKILLS

Professional writing skills - technical, policy, formal and proposal. Technical administration. Website design. Efficient independent writer and researcher. Solution oriented and resourceful. Detailed and precise writer, familiar with legalese.