

Jed De La Cruz

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Profile

An **Online Communication Specialist** with a Media Communications diploma from Humber College. Web designer & developer. Multimedia producer. Collaborative team player, with excellent leadership and communication skills; effective planning and organizational skills.

Objective

A position requiring innovation and challenging employment that will allow me to utilize and develop my skills in online communications, as well as website maintenance and development.

Education

2009 – 2011 **Media Communications, Ontario College Diploma**
HUMBER COLLEGE: NORTH CAMPUS (TORONTO, ONTARIO)

2004 – 2008 **Economics and Sociology, Honours Bachelor of Arts**
UNIVERSITY OF TORONTO: ST. GEORGE CAMPUS (TORONTO, ONTARIO)

Summary of Qualifications

- Passionate about storytelling and digital communications
- Creative and detail-oriented with experience in user-centred web design and development
- Excellent organizational, interpersonal, and communication skills
- Focused in fast-paced environments while meeting high standards and deadlines
- Eager to investigate and learn new skills and emerging technologies to support client needs

Computer Skills

Platforms Windows and Macintosh

Web Programming HTML, CSS, PHP, JavaScript, ActionScript, MySQL

CMS Drupal, WordPress

Creative Suite Photoshop, Dreamweaver, InDesign, Illustrator, Flash, Premiere Pro

Work Experience

2011

Web Modernization Specialist (Government of Ontario)

MINISTRY OF GOVERNMENT SERVICES (TORONTO, ONTARIO)

- Assisted in the implementation of the Ontario Public Service's Web Modernization Strategy
- Assisted Ministries with the implementation of their plans to consolidate websites
- Assisted in the design and development of an internal online network and collaborative tool for OPS employees

2011

Research Assistant

HUMBER RESEARCH (TORONTO, ONTARIO)

- Led the redesign and development of the Humber Research website
- Assisted with the design and set-up of Research Databases
- Contributed to the creation of website content, marketing materials, and database documentation

2005 – 2007

Sales Associate

ROOTS CANADA (TORONTO, ONTARIO)

- Provided training and orientation to new employees
- Handled customer inquiries in-store and on the phone effectively
- Processed efficient cash and card transactions, product exchanges, and returns
- Ensured proper organization and presentation of merchandise

References

Available upon request