

Résumé: Claire Pavlik Purgus

Chelmsford, MA 01824; Email: claire@clairepavlikpurgus.com; Alternate Email: clairepavlikpurgus@yahoo.com
URL: www.clairepavlikpurgus.com

Professional Summary:

Multi-skilled communications and marketing specialist with international background; consistently professional and reliable; personable; self-starter; able to work independently or as a team member; good multi-tasking, organizational, and administrative skills; good people and customer-service skills; can quickly extract the essence of a project and work within tight deadlines; dedicated to continuing professional education; a natural leader.

Technical Skills

Adobe – Acrobat, Illustrator, Photoshop, InDesign; Macromedia – Dreamweaver, Fireworks, Flash, Freehand
Microsoft – Excel, FrontPage, PowerPoint, Word, Visio; QuarkXpress

Work Experience

May 2008 – Present: Web/Graphic Designer, Schuster Institute for Investigative Journalism, Brandeis University

May 2007 – April 2008: Sales Executive, Cartridge World

August 2006 – Present: Contributing Writer & Photographer, *SoCo Magazine*

November 2006 – end April 2007: Managing Editor, *SoCo Magazine*

October 2003 – Present: Freelance Communications Consultant

- Prof. Samuel Graves, Boston College – PowerPoint specialist
- Lexia Learning, Lincoln, MA – contract editor (October 2006 – January 2007)
- J. C. Michaels, published author – proofreader, editor
- Cambridge International Ltd., Tokyo, Japan – copyeditor
- Apeiron Institute for Environmental Living, Providence, RI – web & graphic designer; web administrator
- ARTichoke Food Cooperative, Worcester, MA – website designer, administrator
- A J Turner Autos, Westport, MA – website designer, administrator
- Holden & Associates Advertising, Inc., of Dartmouth, MA – copywriter

February 2004 – July 2006: Technical Writer/Editor, Hewlett-Packard Company

1993 – 2003: Owner / Managing Director, *à jours* Commodities Interchange Ltd., Mauritius

1990 – 1994: Librarian, ZAC Associates Architects, Mauritius

1988 – 1990: Architect, ZAC Associates Architects, Mauritius

1987 – 1988: Graphic Designer, Printronix, London, England

Notable Achievements

2000 – Present: Published Artist, Image Source International, USA

1998 – 2001: Member of Board of Directors, International Preparatory School at Ecole du Nord, Mauritius

Education

Sept 2007 – Present: Currently enrolled in Certificate in Human Services program (present accumulated GPA: 4.0)
Bristol Community College, Fall River, MA

Sept 2004 – Present: Currently enrolled (but on-leave) in MA in Holistic Counseling and CAGS in Expressive Art Therapy at Salve Regina University, Newport, RI (present accumulative GPA: 4.0)

Jan - May 2004: Multi-Media Development, 3-credit course (GPA: 4.0)
Bristol Community College, Fall River, MA

1986 – 1987: Post Graduate Diploma in Urban Planning Practice for Developing Countries,
Development Planning Unit, University College London, England

1981 – 1986: Bachelor's Degree in Architecture, Virginia Polytechnic Institute & State University, Blacksburg, VA

Languages

English (first language); Mauritian Creole (satisfactorily fluent)