

# Melanie Lefebvre

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[www.melanielefebvre.com](http://www.melanielefebvre.com)

## Writer/Illustrator/Content Manager

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- ✓ Seasoned professional with over 10 years of experience in writing, editing and consulting – print & digital content – with clients in Canada, the U.S. and Europe.
- ✓ Contracted or subcontracted to work on materials for ABB, Alcan, Bombardier, Coca Cola, Ford, Golder Associates, Iron Ore Canada, Jacques Whitford, McGill University, Ratiopharm, Rio Tinto Group, Sanofi-Aventis, Technicolor, The Windsor Star.
- ✓ Acquired contracts for two clients through business development and government RFP process – total awards: over \$150,000.
- ✓ Excellent project management skills, from conception to delivery, e.g. Iron Ore Canada's annual sustainability report for three consecutive years (a Rio Tinto business unit).
- ✓ Microsoft Word, PowerPoint, Adobe Professional, Illustrator, Photoshop, InDesign
- ✓ Skilled in materials such as reports, web content, books, ad copy, manuals, press releases, speeches, newsletters, scripts, articles, corporate identity, employee communications, RFPs, flyers, posters, slogans...

## Major Achievements

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- Wrote and co-managed Iron Ore Canada's 2005, 2006 & 2007 Sustainable Development Reports. Readership & response greatly improved.
- Wrote and co-managed an employer guidebook for the Canadian Council for Human Resources in the Environment Industry (published).
- Writing, translation and management of client's award-winning site (Apex Award 2003 – Most Improved Website).
- Awarded an honorable mention in the Quebec Writing Competition 2008 to be published in a 2011 anthology by Vehicule Press.
- Won the Montreal Moniker Design contest 2009 & 2010.

## Career Development

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- Technical Editor – Bombardier Feb 2010 – present  
Editing/quality assurance of technical publications
- Freelance writer/editor/illustrator 1998 - 2010  
Provided freelance services for the following firms:
  - Acquisio (information technology)
  - Anaxos Inc. (publishing/education)
  - Iron Ore Canada (mining)
  - Rio Tinto Group (mining & minerals)
  - Golder Associates (environmental consulting)
  - Alcan (mining & manufacturing)
  - McGill University Department of Family Medicine (health & education)
  - William Joseph (advertising/communications)
  - AbsNotebooks (advertising)
  - Actualisation (publishing & education)
  - Bluesponge Inc. (multimedia)
  - CDF (communications)

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**Career Development cont'd**

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- Captus Press (publishing)
- Amercian Book Publishing Group (publishing)
- Publicité Tournesol (marketing)
- Clic.net (multimedia)
- Jed New Media (multimedia & education)
- Precise Marketing Solutions (marketing)
- E-Reporting (marketing & e-business)
- Headstrong Films (film)
- Alpha Zoulu Inc. (film)
- Locus Suspectus (arts & culture mag)
- FutuReale (arts & culture mag)
- Nights Publications (publishing & travel)

**Freelance Resume Writer**

Various clients from general to executive 2000 - 2010

**Freelance Journalist**

Various magazines, newspapers, websites 1998 - 2010

- Virtual Writer, The Windsor Star, The Drive Magazine, In Business Magazine, Nights Publications, Shop Windsor, Windsor Life Magazine, Windsor Parent Magazine, Suite101.com

**English Instructor / Teacher**

- Lakeshore Montessori School, Windsor, ON 1999 - 2000

- Canada and Europe 1994 - 1999

English grammar & conversation, curriculum development

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**Education**

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BA English Literature 1997

Concordia University, Montreal, Quebec

Creative Writing Program 1991 - 1993

Concordia University, Montreal, Quebec

Fine Arts courses 2007 - present

Visual Arts Centre, Westmount, Quebec

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**Memberships**

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ELAN – English Language Arts Network

QWF – Quebec Writers' Federation

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**Languages**

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English – Mother tongue

French – Intermediate