

Brad Dunleavy

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Portfolio at www.FortuNetSolutions.com

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Education

2008– 2009

Technical Writer
Algonquin College, Ottawa

Accomplishments:

- certificate
- worked two-month co-op work term at Alcatel-Lucent
- Dean's Honour List
- 'A' average

1993-1999

Business Administration (Major Information Systems)
Algonquin College, Ottawa

Accomplishments:

- diploma
- worked two, two-month co-op work terms
- Dean's Honour List
- 'B+' average

Computer Skills

Advanced theoretical and practical knowledge of:

- HTML
- XMLSpy
- Adobe Photo Shop
- Adobe RoboHelp 6
- Structured FrameMaker
- QuarkExpress
- C++
- Cobol
- Macromedia Dreamweaver
- QuickBooks
- FTP Clients
- Windows SharePoint
- Keyword Research Tools
- Search Engine Optimization
- Email Marketing
- Google AdWords
- Camtasia
- MS Project
- FrontPage
- Outlook
- Excel
- PowerPoint
- Access
- Visio

Work Experience

May 2009 – June 2009

Technical Writer

Alcatel-Lucent

600 March Road; Kanata, ON

Accomplishments:

- two month co-op work term with one of the largest network solutions provider
- successfully and quickly completed over 7 projects

Experience:

- Structured FrameMaker
- analysed and documented software logic and procedures
- analysed and solved documentation problem tracking tickets
- edited and published technical documents
- regression tested network management software
- created GUI graphic mock-ups
- created Wiki for Techcom team
- worked in a team and independently

2000 - Present

Software Developer / Freelance Writer

FortuNet Solutions

25 Briermoor Crescent; Ottawa, ON

Accomplishments:

- started IT company
- developed innovative freeware ebook software

Experience:

- website design
- software design and development
- Internet marketing research
- search engine keyword research
- website search engine optimization
- writing newsletters, articles, and ebooks

2000 - 2002

Managing Editor and Designer
Student Magazine
25 Briermoor Crescent; Ottawa, ON

Accomplishments:

- started media company

Experience:

- sales, marketing, design, and distribution
- designed 3rd issue of Student Magazine
- dealt with printing and publishing companies
- worked in a team and independently

2003 - 2004

Owner / Operator
Perfect Interiors & Exteriors
5608 Flag Station Road; Manotick, ON

Accomplishments:

- ran and operated residential and commercial cleaning company
- managed five employees

Experience:

- payroll, invoicing, and accounting
- estimating and advertising
- completed contracts
- worked in a team and independently

2005 - 2007

Owner / Operator
6191291 Canada Inc.
891 Potter Road; Kemptville, ON

Accomplishments:

- ran and operated custom renovation and framing company
- managed three employees

Experience:

- organized and worked on projects
- payroll, invoicing, and accounting
- meeting deadlines
- estimating and advertising
- completed contracts
- worked in a team and independently

References:

- Allison Gibson (7330 FTTN, vendor management)
Allison.gibson@alcatel-lucent.com
(613) 784-1090
- Steve Lawrenson (SSC, Information Architecture)
steve.lawrenson@alcatel-lucent.com
(613) 784-6064
- Jim Murton (Senior Technical Writer)
jim.murton@alcatel-lucent.com
(613) 784-4712
- Rick Wittenburg (Senior Practice Leader)
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(613) 249-6412