

The General Resume of Gerianne B. Van Vugt

Contact Information

E-mail: gerianne@written-in-faith.net (Preferred communication method.)

Personal Strengths

I expect quality from myself and from others. I work well independently, as well as co-operatively with others and I believe in following through on the commitments that I make. I have good communications skills. I am organized and creative and I have a good sense of humour.

Computer Experience

I have extensive experience in: Windows 95/98/ME/XP, all Corel Suite versions, Quark Xpress, Netscape Communicator, several web promotion programs, various scanning programs, earlier versions of programs within the "WordPerfect" family, various graphics programs, desktop publishing, and original graphic design. I am also familiar with a few accounting programs such as Simply Accounting (formerly Bedford Accounting,) several tax programs, dbase, Harvard Graphics and several fax/modem programs.

Web Page Design

Independently, I have designed and I maintained several general web sites, including:
www.creative-access-publishing.com (No longer online),

With my partner, I have co-designed and co-maintained several web sites. These sites are no longer running under our management, but did include: www.access-internet-marketing.com, and www.st-johns-anglican-church.com, and www.pellegrin-art.com.

For my faith based web sites, please see my Theological Vitae.

Entrepreneurial Experience

Gerianne's Video Transfer Services.

January 2008 - Present, Owner.

Preserving people's cherished home movies on personalized DVDs.

Personally Yours Stationery Products, Pasadena, NF.

June 1990 - June 1994. Co-owner.

My husband and I co-owned a small printing company in which various stationery products were customized for people. The customized work included original graphics design. I was also responsible for the administrative side of the operation.

Work Experience

For my faith based literary work, please see my Theological Vitae.

For my general literary work, please see my Literary Vitae.

Pardy's Venture Centre, (Formerly "The Venture Centre") Pasadena, NF

October 1993 - December 1993: **Researcher**, Paid Position.

Duties included: Compiling statistics on several communities - primarily Pasadena; forecasting future growth trends; and compiling relevant information. I also set up several modem/online programs for the Centre's manager. This gave him access to a computerized network which allowed him to communicate with other incubators throughout the world. In addition, I produced a "special edition" of Venture Visions newsletter. (Also see, my Literary Vitae, for additional work with the Venture Centre.)

Disabled Persons Working Together, Toronto, ON

October 1985 - May 1989: **Director**, Paid Position.

Duties included: Financial planning; fundraising; completing grant applications; looking after all aspects of personnel matters; supervising volunteers; scheduling and monitoring all programs and services; being a liaison between funders, the board, staff and volunteers; attending board meetings and giving general updates on the organization's activities; arranging special events such as mall displays, workshops, and various meetings; attending functions to represent the organization; providing information to the public and the organization's membership; working with committees within the organization to develop policies and procedures, reviewing and revising by-laws; and helping other community groups to develop their organizational structure and mandates.

Ontario March of Dimes, Hamilton, ON

May 1983 - September 1983: **Volunteer Program Co-ordinator**, Volunteer Position.

Duties included: Developing a volunteer program for this organization's Hamilton Region, and I began to create a similar volunteer program for the agency which was intended for use as a provincial basis.

February 1982 - February 1983: **School Awareness Project Manager**, Paid Position

The goal of this program was to increase children's knowledge of disabilities, and to teach them to interact with people who have disabilities in a positive non-apprehensive manner. During the course of a year, three other staff, in addition to myself, working in teams of two, conducted awareness sessions with over 25,000 students, ranging from grades Junior Kindergarten to Ontario's Grade 13.

Duties included: Budgeting and bookkeeping; drafting proposals; supervising project staff and activities; scheduling and conducting awareness sessions; keeping statistics; being a liaison between the project staff and Ontario March of Dimes officials; and working with a representative of the Hamilton Board of Education, to create a disability awareness teaching manual, for use in classroom settings. Since this manual was not finished by the project's termination date, I continued with this task in my personal time until the manual was completed.

August 1981: **Accessibility Assessment Staff**, Paid Position.

Duties included: Assessing apartment buildings to determine wheelchair accessibility and preparing written explanations of what renovations would have to be made in order to allow people with disabilities to live in these apartments.

September 1980 - April 1981: **College Student Field Placement Position**.

Duties included: Co-ordinating a public awareness program concerning myths about people with disabilities; public speaking at seminars and workshops; and to develop a public education manual concerning disability myths for training new staff and volunteers with the organization. Final Grade: A

May 1980 - September 1980: **Project Worker**, Paid Position.

Duties included: Formulating a transportation survey concerning people with disabilities; conducting both personal and telephone interviews; and compiling the results of the survey.

Hamilton Public Library, Hamilton, ON

May 1981 - July 1981: **Project Worker**, Paid Position.

Duties included: Assisting in the establishment of the Library's Resource Centre for Disabled Persons; and completing a detailed report on the library's accessibility needs. This report was later used as a reference when accessibility changes were made to the library.

Information Burlington, Burlington, ON

January 1980 - April 1980: **College Student Field Placement Position**.

Duties included: Working independently to develop a public education program concerning myths about people with disabilities, which I would put into effect during my second year field placement, at the Ontario March of Dimes. (See above - September 1980 - April 1981.) Final Grade: B

May 1979 - August 1979: **Typist**, Paid Position.

Duties included: Updating information for the centre.

Timothy Eaton Memorial Church, Toronto, ON

June 1978 - July 1978: **Camp Counsellor**, Paid Position.

Duties included: Supervising recreational activities for mentally impaired teenagers at a day camp, in Burlington, Ontario. This position was funded by Timothy Eaton Memorial Church.

August 1977: **Recreation Staff**, Paid Position.

Duties included: Assisting in organizing and running recreational programs for the residents of Bloorview Children's Hospital, in Willowdale, Ontario. This position was funded by Timothy Eaton Memorial Church.

June 1977 - July 1977: **Assistant Program Director**, Paid Position.

Duties included: Assisting in co-ordinating recreational activities for children and teenagers with physical disabilities, at Sunnyview Public School Day Camp, in Toronto, Ontario.

Bloorview Children's Hospital, Willowdale, Ontario.

July 1975 - August 1975: **Arts & Crafts Instructor**, Paid Position.

Duties included: Co-ordinating and running arts and crafts programs for the hospital's residents.

Canadian Progress Club International, Toronto, Ontario.

September 1971 - April 1975: **Typist**, Paid Position.

Duties included: Assisting in the preparation of weekly mail-outs.

Board and Committee Involvements

For my faith based board and committee involvements, please see my Theological Vitae.

Access Apartment Inc., Toronto, ON

January 1987 - April 1989: **General Board Member**, Volunteer Position.

Duties included: Assisting in the establishment, from conception to reality, an independent living apartment project with assistant care, for physically disabled adults. This involved a team effort to develop an organizational structure; policies and procedures for board members, staff and volunteers; finding a project location, and securing funding. I was also the Chairperson for the Tenants Selection Committee.

The Centre for Independent Living, Toronto, ON

June 1986 - February 1987: **General Board Member**, Volunteer Position.

Duties included: Assisting in planning the organization's direction and activities.

Ontario March of Dimes - Twenty Emerald North, Independent Living Conference Committee, Hamilton, ON

August 1983 - November 1983: **General Member**, Volunteer Position.

Duties included: Assisting in recruiting guest speakers; preparing agendas; processing conference evaluations; and supervising the conference.

The 1981 Planning Committee, Carey House - Halton Cheshire Homes Inc., Burlington, ON

October 1980 - June 1981: **General Member**, Volunteer Position.

Duties included: Assisting in organizing a public awareness day concerning disability related issues, held at Burlington Mall, on May 2nd, 1981, for the purpose of bringing attention to the International Year for Disabled Persons.

The Burlington Committee on Services to the Physically Disabled, Burlington, ON

October 1979 - January 1981: **General Member**, Volunteer Position.

Duties included: Promoting public awareness of disability related issues such as: accessibility; transportation; employment; and human rights.

The Burlington Handi-Van Advisory Committee - Burlington Transit, Burlington, ON

October 1979 - March 1981: **General Member**, Volunteer Position.

Duties included: Giving input on the parallel transit system for people with disabilities, and providing insight on how the system could be improved.

Carey House Board of Directors - Halton Cheshire Homes Inc., Burlington, ON

September 1979 - May 1980: **General Director - Residents' Representative**, Volunteer Position.

Duties included: Being a liaison between the Residents' Committee and the Board of Directors; and being the Chairperson of the Residents' Committee.

Educational Background

For my faith based education, please see my Theological Vitae.

Human Services Management: George Brown College, Toronto, ON

September 1986 - June 1987: Evening Studies Program.

Course Curriculum: Management Context & Techniques; Structure Politics - Dynamics of Organization; Funding & Fund Raising; Personnel Practices in Human Service Agencies; Board Agency & Community Relations; and Financial Management of Service Agencies.

Graduated with Honours.

Human Services Administration: The Sheridan Institute of Technology and Advanced Learning, (formerly Sheridan College) Oakville, ON

September 1979 - May 1982: Full-Time Program.

Course Curriculum: Introduction to Canadian Law & Justice; Business Law; Social Policy Development & Delivery; Sociology - Key Issues in Society; Psychology; Introduction to Social Research; Human Development; Recreation & Leisure Programming; Health Care Procedures; Industrial Relations; Public Relations; Facility Design & Maintenance; Government Pensions; Interviewing Techniques; Principles of Administration; Human Services Administration; Personnel Administration; Administrative Finance; Accounting; Purchasing; English & Media Studies; Effective Language Skills; and Marriage & Intimacy Relationships.

Diploma Received.

Awards and Scholarships

The Hugh R. Geldart Memorial Award: The Sheridan Institute of Technology and Advanced Learning, (formerly called Sheridan College) Oakville, ON

March 1981: First Recipient.

This award is presented annually by the college to a student in the Human Services Administration Program. This award is based on the Late Hugh R. Geldart's personal philosophy that students in this program "should not have to be spoon-fed, but should be innovative and possess leadership skills." With this philosophy thought in mind, the award is: "For Academic Merit, demonstrated career potential, and a high degree of independence and initiative in thought and action while a student of the Human Services Administration Program."

The Richard John Newman Scholarship: The Lions Club of Toronto Central, Toronto, ON

June 1980.

The Lions Club of Toronto Central - The Harry A. Newman Foundation, awards this scholarship annually to a person with a disability, living in a Cheshire Home Facility, in Ontario. The recipient of this scholarship must demonstrate a desire to pursue a career and develop leadership skills.

Hobbies and Interests

I enjoy using computers; writing; listening to music; art; travelling; and meeting people.

Literary Accomplishments

For my literary accomplishments, please refer to my Literary Vitae.

References

References will be supplied upon request. Please send requests for references to: gerianne@written-in-faith.net