

M. Linton-Smith & Associates Pty. Ltd.

Consulting & Training.
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Adobe Certified Expert

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Training and Experience.

I am a qualified teacher (B.Ed. Melbourne) with 6 years experience teaching English and Music, 12 months experience as a computer sales representative in the business marketplace, and 12 years of training work with clients such as CRA, Telecom, Australian Taxation Office, Ministry of Education, Ingres, Puma Australia, Bureau of Air Safety, Ansett Airlines, Schlumberger Seaco, Kuczynski & Zeigler, Federal Airports Corporation, Country Road, B.H.P, Ernst and Young, and many others.

From January 1991 until July 1992, I worked as a freelance trainer for many training organisations, including ComputerLand, Computer Power, the CAE, MacTemps, Pilgrim Script, and MTE; and computer companies such as Random Access, BCA, Avanté, and Computer Knowledge. I also worked throughout this time as a developer of databases for organisations such as The Docklands Authority; Wright Business Marketing; and the Office of the Governor. From July 1992 until December 1993, I was employed by Pilgrim Script as their Senior Training Consultant. During that period, I was responsible for conducting training needs analyses, seminars, and many training courses. All of the training courses were evaluated by the trainees at the end of the sessions, and the majority of them were very enthusiastic.

Since 1993, I have run my own company, providing training services to training organisations. Between 1993 and 1998, Ernst and Young secured my services as their preferred trainer. I am a regular training sub-contractor to the CAE, Spherion, Ong, Allette Systems, and Franklin Collins. I have also developed FileMaker databases for Boston Consulting Group, Small Fry Casting, Team Agencies, Bubblegum, Bambini, and the Office of the Governor.

In January 2002, I received Adobe certification in both Acrobat and FrameMaker.

Applications (* indicates Macintosh also)

Microsoft Office

Access

Word (to Advanced)*

PowerPoint (to Advanced)*

Excel (to Advanced)*

FrontPage

Outlook

Adobe

InDesign

PageMaker (to Advanced)*

FrameMaker (to Advanced)*

Illustrator (to Advanced)*

Photoshop (to Advanced)* including ImageReady*

Acrobat (to Advanced)*

Macromedia

Dreamweaver*

Flash

Fireworks*

Other

QuarkXPress (to Advanced)*

FileMaker Pro (to Advanced)*