

47 Deer Place S.E.
Calgary, AB T2J 6W6
Cell: (403) 862.1987
Email: diane.klaver@gmail.com

Diane Klaver

Education

Journalism Diploma- Journalism Arts SAIT, Calgary, AB Cumulative GPA 3.95/ 4.00	2005- 2007
High School Diploma Bishop Grandin High School, Calgary AB	2002-2005

Professional & Technical Skills

- Extensive comprehension of the Canadian Press Style
- Thorough and accurate editing skills
- Extensive knowledge with QuarkXpress and InDesign
- Proficient in Microsoft Office including Word, Excel and PowerPoint
- Able to work within tight deadlines
- Work well in both a team environment and independently
- Self starter and fast learner with strong work ethic
- Leadership initiative and task management skills
- Eager to learn new concepts and ideas

Publications and Photography Credits

- Fast Forward Magazine
- Nanton News
- The Vulcan Advocate
- BeatRoute Magazine
- The Calgary Herald
- Calgary's Child Magazine
- Alumni Link Magazine
- Dream Homes of Canada Magazine
- The Weal
- The Gauntlet
- The Weekly Albertan

Experience

Entertainment Editor/ Journalist

Sept 2007-April 2007

The Emery Weal

- Attended weekly story meetings to contribute relevant and timely story ideas to the publications editor
- Outlined and planned weekly features for the Entertainment section including possible photos and illustrations
- Delegated stories and photo assignments to volunteer writers/ photographers with weekly deadlines
- Effectively communicated with writers to help resolve issues hindering assignment completion
- Formed networks with prominent companies in the arts industry
- Conducted interviews and wrote articles on a weekly basis within tight deadlines
- Fact checked and copy-edited material for accuracy before production

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Public Relations Intern

March 5- March 16, 2007

EPCOR CENTRE for the Performing Arts

- Actively participated in weekly marketing meetings to outline advertising strategies
- Wrote a variety of press releases and sent them to appropriate media outlets
- Researched and documented possible target audiences for future advertising endeavors
- Interviewed individuals from various departments to draft a backgrounder to include in a media kit
- Represented EPCOR CENTRE for the Performing Arts at events hosted at the University of Calgary

Journalist/ Editor Intern

Oct 23 -Nov 3 2006

SAIT Alumni and Development/ Alumni Link Magazine

- Revised and edited internal communications documents
- Copy-edited material for the SAIT Alumni website
- Conducted interviews and wrote last minute articles for the publication
- Researched SAIT alumni and developed story ideas for future issues
- Attended and reported on SAIT Alumni and Development sponsored events

Awards and Achievements

Southern Alberta Institute of Technology

- The Weal won Best Overall Campus Newspaper by the Alberta Weekly Newspaper Association while I served as Entertainment Editor
- Graduated from SAIT's Journalism Arts program with Honors
- Achieved a 4.0 GPA in final semester of study out of a possible 4.0.
- Achieved an A+ in Macintosh Basics which included Microsoft Office Excel, Word, PowerPoint and Outlook
- Completed Typesetting I and II with an A+ encompassing both QuarkXpress and InDesign
- Recipient of the Jason Lang scholarship in 2006 for a 3.9 GPA

Bishop Grandin High School

- Recipient of the Alexander Rutherford Scholarship in 2005
- Graduated with Honors

Activities and Interests

- Regular volunteer writer with BeatRoute magazine
- Reading fiction, history, biographies and articles to further knowledge in entrepreneurship

References

Available upon request