

CAROL JOHNSTONE

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SUMMARY

More than 35 years experience editing from production editing (design and layout to camera- and web-ready copy to Adobe Photoshop and In-Design layout, including producing original art in pen-and-ink and oil) to content and copy editing of technical, academic, governmental, and newspaper stories. (Software: Adobe Creative Suite with Lightroom, MS Word, Excel; Hardware: Mac/PC, Epson Photo Stylus and HP Color Laser printers, Scanner, Canon camera equipment). Twenty years as a small business owner/operator.

Twenty-five years experience writing from technical analyses on mining topics to newspaper articles on business, profiles, the disabled, visible minorities, science, art, news events, and personal experience in a "literary" style.

Progressively responsible roles as a volunteer community leader developing neighborhood councils and international leadership training programs for all ages.

EDUCATION/WORKSHOPS

2010-11	Three Photography workshops with Eric Boutilier-Brown (Photo, Digital, and Printing)
2009	Photo World Conference in Boston, Massachusetts
2005	Web Design, Nova Scotia College of Art and Design, Halifax
1997	Self Employment Assistance Training through Henson College in Halifax.
1995	Bachelor of Journalism, King's College, School of Journalism, Halifax
1978	B.A., University of California, Berkeley: Psychology and Anthropology (minor in art)

GRAPHIC AND WRITING EXPERIENCE

12/97-present **WINDWORD WRITING AND GRAPHICS**

Owner/Operator

- **Photographer:** Journalistic photos printed in *Atlantic Business*, *North End News*, and *Shambhala Sun*. Many fine-art photographs exhibited in the Sales and Rental section of the Art Gallery of Nova Scotia, including in their 2008 Group Show.
- **Artist:** Oil, solo exhibit at Veith Street Gallery, after an artist-in-residence for October/November 2012.
- **Production editing and graphic design:** newsletters, flyers, letterhead, ads, posters, theatre programs, menus (skills include calligraphy, drawing, and oil painting).
- **Note Cards,** custom designs, using original artwork and photographs, sold retail and wholesale to the Art Gallery of Nova Scotia, Drala Books, and the Mu-Lan Chinese Cultural Centre, and outlets in the United States and Europe.
- **Magazine and newspaper writing:** *Associated Press*, *Atlantic Business*, *Atlantic Progress*, *Shambhala Sun*, *Visual Arts News of Nova Scotia*, *Iron Wheel*, *Halifax Daily News*, *Chronicle Herald*, and *North End News* and McGraw Hill (Profiles in Chemistry for Grade 11 textbook).

PROFESSIONAL EMPLOYMENT

9/02-9/03 **SHAMBHALA INTERNATIONAL**, Halifax, Nova Scotia
Executive Assistant to Executive Officer (XO) for Dorje Kasung International (an international service group). Highlight: Designed and wrote brochure explaining the purpose of this organization for international distribution. Sounding board and planner with XO for international development strategies (Europe, South America, and the United States).

- 9/93-2/95 **FIREZYME DIAGNOSTIC TECHNOLOGIES**, Halifax, Nova Scotia
Operations Manager for Biotech startup company producing hardware and reagent kits to test the viability of bovine semen in North America and Europe (dealt with brokers, scientists, ACOA, manufacturers, engineers).
93. **METALS ECONOMICS GROUP** (a mining economics consulting firm), Boulder, Colorado, and Halifax, Nova Scotia.
Senior Research Analyst/Editor (1989-93)
 - Researched, edited, and wrote analyses of worldwide precious- and base-metals projects and mines, focusing on production and development issues worldwide by country, and analyses of production and capital costs;
 - Researched and wrote *Worldwide Project Status Changes Database* for the *Metals Economics Group Strategic Report*;
 - Edited major studies, such as *Worldwide Late-Stage Base Metals Projects: Transactions and Opportunities* and *Latin American Gold: Transactions and Opportunities*, managing other senior writers' work.**Production Editor** (1984-89)
 - Responsible for the final production of *Mine Development Bimonthly*, *Production Cost Update*, and the *Metals Economics Group Strategic Report*, and numerous studies;
 - Interviewed for hiring and supervised word/data processors; and
 - Created design, layout, type, paste-up, charts, and graphs.
- 1986-88 **WINDWORD COMMUNICATIONS GROUP**, Boulder, Colorado
Owner
Responsible for day-to-day management of laser-typesetting and graphics company, including concept, design, and production of ads, manuscripts, résumés, books, and newsletters.
- 1982-84 **LAWRENCE BERKELEY LABORATORY**, Accelerator and Fusion Research Division, California
Systems Administrator
Using a Xerox 8010 (Star) workstation, produced the *Annual Report for the Accelerator and Fusion Research Division*, considered "the showpiece for the Division for that year" (and which facilitated my entry into Canada as a technical editor). Working with scientists used UNIX software (Vi, Edit, EQN, TROFF, NROFF) to produce reports and manuscripts.
Computer Responsibilities: Initiated and assisted in configuration and installation of upgrades for the Xerox network for the laboratory as a whole. As the expert user of the Xerox 8010, wrote a training manual and trained scientists, managers, and clerical people in its use. Developed and documented a system to convert UNIX documents to Xerox 8010 documents, using local and remote UNIX mail on a VAX.
- 1979-83 **Word Mechanics**, Oakland, California
Sole proprietor of a typing, editing, and graphics business.
- 1975-80 **LANGUAGE BEHAVIOR RESEARCH LABORATORY**, University of California, Berkeley.
In charge of production and distribution of *Working Paper and Monograph Series*, the *Folk Classification Bulletin*, and *Los Mamíferos* (a Spanish/Aguaruna Jivaro dictionary of mammals, for which I also did the translation from Latin to Spanish to Aguaruna Jivaro and the accompanying graphic layout).

PROFESSIONAL ASSOCIATIONS

2009-Present Visual Arts of Nova Scotia (VANS)
 1/96-Present The Writer's Federation of Nova Scotia, Council Member

AWARDS

1995 Nominated for Imperial Oil award by Michael Cobden, Director of King's College School of Journalism, Halifax, for "Black Men, Black Women, and Me," published in *Meetings*.

VOLUNTEER WORK

2004. **Halifax Regional Dekyong Council, Co-Chair**

- Selected by Council of community leaders to bring a neighborhood community care organization of 700 plus Shambhala Community members from quiescence to activity.
- Using the existing system and a database, coalesced 15 neighborhood groups, helping them elect leaders through a process called "spontaneous insight."
- Working in a team, developed the first neighborhood leadership training program, which will be used as a model for training leaders of similar groups internationally.
- As chair, I also sat on the local governing council.
- Helped create and plan a Town Council-type meeting and then brought what we had learned to the first Shambhala International Congress in November 2003.

2002, 2009, 2011 GS1 (General Staff Officer in charge of Administration) for Magyal Pomra Encampment – 2002, 2009, and 2011.

- Working collaboratively on a planning committee with other General Staff, I recruited volunteers to work under my direction to: head up finance, travel, a commissary, documentation, database development, and one to be my second-in-command.
- I developed a strategy to recruit participants from all over the world, developing a website, using list serves and email, advertisements, and a fairly sophisticated pay-as-you-are-able scholarship program as an incentive. In 2009, for the first time since the beginning of the program in the 80's, about half the 120 participants were aged 30 or younger (the oldest was 65). In 2011, the age range was between 16 and 69 and the 100 plus participants were primarily from the U.S. and Canada, but we also had folk from France, Germany, Nederland, Spain the United Kingdom, and Chile.

(REFERENCES AND PORTFOLIO AVAILABLE UPON REQUEST)