













Garie McIntosh

Writer-Editor, Curriculum Developer, and Content Creator

CONTACT	TOP SKILLS	TOOL/APP USE AND PROFICIENCY
<p> 647-232-5039</p> <p> garie@gariemcintosh.com</p> <p> linkedin.com/in/garie-mcintosh</p> <p> Greater Toronto Area, ON, Canada</p> <p> https://www.amazon.com/author/gariemcintosh</p> <p> https://gariemc2582.myportfolio.com/creativity-expertise</p>	<ul style="list-style-type: none">• Proficient in digital platforms, information architecture, and computer applications• Supporting educational processes• English grammar and linguistics: Etymology, syntax, rhetoric, grammar, lexicography; using Lexical-Function Grammar to map the interrelationship and interdependence between words and grammar; using sentence syntax to determine what the sentence means	<ul style="list-style-type: none">•  CMS: WordPress, HTML, CSS•  ADOBE CREATIVE CLOUD DESKTOP AND WEB APPS: Premier Rush, Photoshop, Portfolio, Acrobat, Illustrator•  GOOGLE: YouTube Brand Channel, Knowledge Panel•  OFFICE 365: Word, Excel, PowerPoint, SharePoint, OneDrive, Teams, OneNote•  PARTNERSHIP: Microsoft Cloud Partner Program•  COLLABORATION: Microsoft “Qualified Educational User”

Work experience

Writer-Editor

Mar 2016-Present

Self-employed work, McIntoshLinguistics

- Writer of stories with strong characters that are defined by strong writing and themes, and who reinforces the power of communication.
- Founded and developed education organization that houses a unique educational and grammatical editing model, which is itself a pedagogical model that is intended to be a purposive copy-editing system.
- Successfully implemented content management in a hybrid learning environment on the Microsoft platform with all the innovative tools provided through Microsoft EDU to train intelligence, attitudes, and values.

Curriculum Developer - Electronic Learning

Jan 2019-Present

- Developed a pedagogy, a teaching method, that attempts to describe every grammatical and linguistic element in individual writing, from ideas to events, and then create the relationships between these things. Application of teaching-material methodology to evaluate, develop and/or disseminate teaching material; Microsoft Lists to create tools that incorporate an instructional design that encourages a purposive approach to editing.

Content Creator - Writing

Jan 2019-Present

- Developed a content management system for writing, an editing system, and publishing solutions. This information architecture involves a classification system for the content itself as well as access to Microsoft Lists.
- Created and developed an information architecture as part of the organization’s educational content strategy on website via the taxonomy (classification) functionality in WordPress to categorize and tag educational web posts.
- Proven expert editing skills plus solid writing experience (writer with published and upcoming works of fiction) to create various types of accurate and engaging content, including blogs, home pages and landing pages, ad copy and product description, and keen ability for applying best practices to social media channels, such as in

the creation of my Amazon Author Page and the product description, to engage an audience with purpose-driven writing.

- Demonstrated foundational knowledge of SEO principles and concepts in the development of brand website: creation and development of home pages and landing pages, microcopy that enhances UX and product description, CTAs and SEO metadata knowledge (i.e. head keywords, long-tail keywords, mission (niche), transition words, etc.).

Career break – Problem-based learning

Jan 2015-Mar 2016

After I had acquired a great deal of experience thinking outside of the box to overcome the challenges faced in honing my skills in pursuit of a new career as a writer, I engaged problem-based learning, “a teaching style that pushes students to become the drivers of their learning education.”

- Used this time to travel and embark on figuring out a new career path and independently develop an education strategy to learn English grammar and linguistics so that I could write fiction, deeply understand narratology and skillfully perform grammatical editing.

Administrative Assistant

Dec 2013-Dec 2014

The Scarborough Hospital, Scarborough, ON

Supported 11-member Patient Care Management (PCM) team, 8-member Department Head, Patient Care Director, and Corporate Chief across two hospital sites through demonstrating responsibility for administrative, project and data outcomes and through agenda preparation, attendance coordination, and minute-taking of 11 monthly, bi-weekly and quarterly departmental committees and corporate meetings.

- Responsible for bi-weekly and periodic productivity and utilization reports for corporate decision-making and budget maintenance for multiple cost centres using MS Excel PivotTable and PivotChart.
- Responsible for validation of vendor payments and staff invoice reimbursement procedures per corporate review and approval policies; bi-weekly payroll for clinical and administrative team; preliminary vendor selection and RFP scoring process.
- Integral requirement to maintain communication and liaise internally and externally to schedule meetings and complete and submit quarterly and annual funding reports to external bodies that included Ministry of Health and Long-Term Care and Local Health Integration Network.
- Developed custom tools using MS Excel and MS Access to analyze raw data sets to monitor and meet funding targets in the following areas: operating room (OR) utilization (surgical procedure start/finish times and count of patient procedures); patient length of stay; patient-care unit productivity (i.e. bed allocation).
- **Special Projects:** Development of Orthopaedics scheduling tool (MS Excel) for department head; digitization of OR data via set-up of electronic filing system and programming of scanner; payroll and vacation request management tool (MS Outlook); patient-care unit census productivity database system (MS Access).

CIC Forms and Application Administrator

Oct 2009-Dec 2013

Freelance work, Toronto, ON

Assisted individuals with the preparation, filing and submission of their Citizenship and Immigration Canada (CIC) application for temporary and permanent resident visas in a timely and efficient manner.

- Demonstrated oral and written communication abilities via composition of case-specific inquiries and appeal requests to respective Visa offices and Members of Parliament to expedite applications and make special requests.
- Demonstrated multi-tasking skills via preparation and coordination of files, including appeal affidavits.
- Responsible for file management from client initiation stage to full acceptance of application by CIC in a timely and efficient manner.

Project Administrator

Jul 2007-Sep 2009

SNC Lavalin O&M, Etobicoke, ON

Provide methodology-specific support to project managers in facilities management while coordinating and verifying vendor contracts, payments, and invoice correctness. Responsible for providing broad variety of

administrative support duties associated with the day-to-day operations of the project management team, including creating efficiencies in information management systems, i.e. data-entry/retrieval, forms and spreadsheet development, collecting/compiling information.

- Developed portfolio's fully functional end-user invoice management system (MS Access) in tandem with organization's in-house financial software (PeopleSoft) to consolidate, synchronize and verify vendor progress draws in accordance with corporate policies and client methodology.
- Fulfilled a leadership role with senior and management to achieve effective and clever results according to client (government) methodologies and SOW, and corporate regulations.