



Trevor W. McKeown 3864-349 W Georgia St, Vancouver, BC V6B 3Z3 Canada • +1-604-525-1956 • ttrevor@uniserve.com

## BUSINESS HISTORY

- 1992- Associate; **Festival Communications**, Vancouver, BC  
Design and publishing project management; designing and maintaining websites; content management, writing and editing.
- 1985-87 Partner; **Prism Publications**, Whitehorse, Yukon  
Bookkeeping, office management; hire staff, track payables and receivables and maintain corporate relations with organizations such as the Whitehorse Chamber of Commerce; negotiate with suppliers and advise partners regarding budget projections.

## EMPLOYMENT HISTORY

- 1988-91 Art department supervisor; **Benwell-Atkins**, Vancouver, BC  
Responsible for production coördination and supervision of a staff of seven, graphic design, production flow and scheduling, purchasing, proofing and managerial duties such as estimating, employee evaluations and quality control.
- 1983-87 Art director (1986-87); **Harvey & Associates Advertising Ltd.**, Whitehorse, Yukon  
Responsible for production coördination, publications design, layout, advertising concepts, writing/editing, supervision of art department staff of six, and related managerial duties.
- 1981-82 Production coördinator; **Hi-Rise Communications**, Vancouver, BC  
Responsible for assembly and design, advertising concepts, production coördination with budget authority.
- 1980 Art director; **Guideline Publications Ltd.**, Vancouver, BC  
Responsible for publications design, advertising concepts and production coördination.

## PROJECT HISTORY

- Chairman **Byrne Creek Housing Coöperative**, Burnaby (1999-2007): track payables, oversee bookkeeping and office administration, conduct internal audits. budget preparation, contract negotiation, conflict resolution. Responsible for \$800,000 annual budget and capital assets of \$6,000,000.
- Editor **Masonic Bulletin**, Vancouver (1998—): write, edit, design and publish monthly newsletter.
- Editor **Mensa World**, London, England: (1994-98) Edit, design and publish quarterly magazine.
- Editor **Fremens**, Vancouver, British Columbia (1990-93): edit, design and publish monthly magazine for Mensa Canada. Create media list and maintain promotions contacts. Coördinate weekly print promotion.
- Chairman **Yukon Sourdough Rendezvous Society**, Whitehorse, Yukon (1986-87): responsible for \$170,000 annual budget; hire staff, oversee audits and documentation for lotteries and over 80 events involving some 600 volunteers. Create and oversee annual advertising campaigns and related promotions.
- Media director **Arctic Winter Games Host Society**, Whitehorse, Yukon (1985-86): coördinate writers, photographers, pre-press, printing and distribution of promotional pieces.

## EDUCATION

- Heriot-Watt University**, Edinburgh, Scotland 2001, MBA programme: Associate of Business Administration.
- University of British Columbia**, Vancouver 1991-92, undergraduate math and business studies.
- Foundation Creative Workshops**, New York, NY 1977, Apprenticeship/studio training: design and typography.
- Vancouver Community College**, Vancouver 1976, Associate of Liberal Arts.