

## Carmen Pauls Orthner

2010 Athol Street, Regina, SK S4T 3E5

Phone: (306) 807-9319

E-mail: [carmen@pen4hire.ca](mailto:carmen@pen4hire.ca)

## Skills and Qualifications

- Created and/or edited internal communications documents within a global non-profit organization
- Worked closely with multiple levels of government (municipal, regional, provincial ministries and Crown corporations, federal, and First Nations) and non-profit organizations, to produce communications documents (photographs, newsletters, magazines, press releases, letters, video scripts, conference reports, and project reports) for stakeholders
- Served as the Lac La Ronge Indian Band's crisis communications coordinator (speech and press release writing and media liaison work) during community evacuations
- Produced social media content for clients and for personal communications
- Worked in non-profit communications, private radio, and daily and weekly newspaper environments
- Reported on Saskatchewan public sector policies and community impacts both as a news reporter and as a communications support provider for northern community organizations
- Served as a researcher and co-writer for the NORTEP/NORPAC teacher training program's historical and impact studies
- Reported on corporate/business issues both as a news reporter and as a communications consultant for northern Saskatchewan entities such as Kitsaki Management and the Athabasca Basin Economic Development and Training Corporation
- Strong background in First Nations culture and issues
- Strong skills in copy editing and proofreading
- Strong skills in office file organization and management
- Proficient with Microsoft Office programs, including Word, Access, and Excel
- Experienced in photo editing (Photoshop), document design (Adobe InDesign), transcription, audio editing, and web content management
- Experienced researcher
- Proficient with gathering information online
- Thorough and accurate in preparing communications materials
- Strong work ethic and organizational skills
- Experienced in event planning for the non-profit sector
- Completed K-8 French Immersion in the classroom, and 9-12 Core French through independent study
- Travelled extensively for work purposes throughout Saskatchewan
- Work well both independently and in team environments
- Received multiple national and provincial community newspaper writing awards

## Education

1996-1998	Bachelor of Journalism (with distinction) – University of Regina School of Journalism, Regina, SK
1995	International Exchange Program – Lithuania Christian College, Klaipeda, Lithuania
1991-1995	Bachelor of Arts (English major) – University of Winnipeg, Winnipeg, MB
1991-1995	Bachelor of Christian Studies (theology major) – Concord College, Winnipeg, MB

## Work Experience

### October 2016 to present **Media and Communications Support**

SIM International

My volunteer work for this international Christian missions agency has included:

- Serving as SIM's Southern Africa media coordinator, based in Johannesburg, South Africa, from January 2017 to December 2018. Projects included profiling the regional service centre's staff, writing and designing regular regional newsletters, attending and reporting on missions-focused events, writing articles for the SIM South Africa magazine, and assisting missionaries with communications projects.
- Serving as a member of the communications (writing and photography) staff for SIM's 125<sup>th</sup> anniversary Global Assembly in early 2018.
- Serving on the planning team for SIM South Africa's 2018 regional Spiritual Life Conference.
- Proofreading and giving editorial feedback on the annual 140-page *SIM Prayer Guide* from 2016 onwards.
- Proofreading a book on missional leadership for a member of SIM's international leadership team.
- Writing articles about global work projects for SIM websites.

### January 2015 to September 2016 **Office Assistant**

Pahkisimon Nuyeh?áh Library System, Air Ronge, SK

Duties included:

- Co-ordinating all arrangements for the library system's annual general meeting and 13 public library board annual general meetings, starting each January with recruitment of trustees and ending each May with delivery of all the final paperwork to the Provincial Library and Literacy Office.
- Creating Access databases, Excel spreadsheets, publishing software, and Microsoft Word mail merges to keep track of library data and send out invitations/letters.
- Booking travel and accommodations for the system's library consultants and executive committee members throughout the North, for performer tours, board meetings, conferences, member library work bees, and annual general meetings.
- Day-to-day administrative duties, such as answering and redirecting telephone inquiries, and handling administrative mail.
- Preparing annual information packages for 50+ northern schools, and preparing mail-outs for the Northern Reading Program and the Summer Reading Program.
- Creating purchase orders for lodging and services in QuickBooks, and assisting the financial manager with board expense claims, tax paperwork, and other financial documents.
- Providing back-up for the system's circulation assistant and materials processor.
- Developing an in-depth Office Assistant procedures manual for my successor.

### May 2009 to January 2010 **Reporter and Web Editor**

Missinipi Broadcasting Corporation (MBC Radio), La Ronge, SK

Duties for this non-profit Aboriginal-focused radio station included:

- Gathering story ideas, conducting telephone and in-person interviews, selecting and editing audio clips, and writing multiple scripts per story for morning and afternoon hourly news broadcasts, under the direction of news director Kelly Provost.
- Editing and combining other reporters' scripts, and posting web-friendly versions

- daily on the news section of the MBC website.
- Maintaining the newsroom upcoming events calendar.
- Doing occasional feature interviews and commercials for broadcast.
- Setting up and maintaining a filing system for stories to be followed up on.

January 2003  
to present

### **Self-employed Journalist and Communications Professional**

Pen for Hire, La Ronge, SK and Regina, SK (<http://www.pen4hire.ca/portfolio.shtml>)

Services include journalistic writing, editing/proofreading, research, photography, and government/non-profit/corporate communications work. A sampling of projects:

- Communications services for the Lac La Ronge Indian Band. Duties included preparing all content for and co-ordinating production of newspapers for the First Nation; writing speeches, press releases, and letters on behalf of Chief Tammy Cook-Searson; serving as the band's crisis communications coordinator (see portfolio link under "special projects"); running social media campaigns; photographing events; updating content on the band's website; and serving as the band's media liaison.
- Researcher, writer, photographer and graphic designer for a 24-page magazine profiling Saskatchewan's 11 friendship centres and their provincial association (see portfolio link under "special projects").
- Screenwriter, assistant site co-ordinator, and on-site interviewer for "Athabasca: Where the Spirit Flies", a short documentary/promotional film about economic development opportunities in the Athabasca Basin (see portfolio link under "special projects").
- Communications services for the Saskatchewan Association of Northern Communities (New North). Duties included writing conference reports, annual reports and letters; preparing executive board and roundtable meeting minutes; updating website content; and ghostwriting conference messages, letters and newsletter columns for the agency's CEO and board chairs.
- Researcher/writer for NORTEP/NORPAC impact study, under the direction of Dr. Michael Tymchak. Duties included interviewing graduates, senior education officials, and community leaders about the teacher training institution's impact over its 30-year history; writing a series of profiles and reports; and photographing individuals and communities throughout the North.
- Communications services for several northern Saskatchewan MLAs. Duties included researching, writing, photography, and graphic design for constituency newsletters.
- Writer/photographer for Kitsaki Management Limited Partnership. Duties included producing all content for and arranging production and delivery of corporate newsletters, and updating the Lac La Ronge Indian Band membership on the activities of their economic development arm.
- Communications services for Keewatin Career Development Corporation (now operating as Keewatin Community Development Association). Duties included creating newsletters and Headwaters Project (Government of Canada Smart Communities Demonstration Project) reports.
- Writer for the Saskatchewan Aboriginal Head Start website user manual. Duties included providing instruction for website users to navigate the website and use various forms to complete monthly and annual reports.
- Research assistant for author Maggie Siggins on her award-winning book *Bitter Embrace: White Society's Assault on the Woodland Cree*. Duties included both online fact-finding research for the author, and face-to-face interviews with individuals in the northern Saskatchewan communities of Pelican Narrows and Jan Lake.

- News writing and photography for national, regional, and local periodicals.
- Writing, editing, photography and proofreading services for individual clients. Projects have included covering a coroner's inquest for a local radio station (see portfolio under "special projects"), ghostwriting autobiographical articles, preparing campaign strategies, and writing/editing blog posts, business proposals, press releases, and court affidavits.

April 1997-  
December  
2002

### **Reporter, Photographer, and Copy Editor**

*The La Ronge Northerner*, La Ronge, SK

As a general assignment reporter (first as an intern, then full-time), duties included:

- Sourcing, researching and writing news and feature stories on a weekly basis.
- Providing regular editorial features, such as "From pages past" (a retrospective of top news events from past issues), the court docket, birth announcements, and the community calendar.
- Taking news and feature photographs.
- Copy editing and proofreading editorial and advertising material.
- Laying out pages on a weekly basis, and laying out the entire newspaper when the editor was away.

September to  
December  
1997

### **Reporter**

*Regina Leader-Post*, Regina, SK

As a general assignment intern reporter, duties included:

- Sourcing, researching, and writing news and feature stories on a daily basis.
- Filing special news reports from the Saskatchewan Legislature (under the supervision of reporters from Leader-Star News Services) and the Western Canadian Agribition.

## **Volunteer Work**

- Interviewer and writer for First Baptist Church Regina newsletters
- Lead writer for La Ronge Alliance Church vision plan, including script for video "documentary"
- Saskatchewan Library Trustees Association executive board member, 2008-2009
- Pahkisimon Nuye?áh Library System board chair (2007-2009), treasurer (2006-2007), and member-at-large (2003-2006, 2012)
- La Ronge Public Library board member, 2002-2012
- Mamawetan Churchill River Regional Health Authority Community Health Action Plan (CHAP) steering committee member, 2002-2003
- Presented workshops on the job of a journalist and the basics of news writing to students at Minahik Waskahigan School in Pinehouse, SK
- Served as a judge for a Canadian Community Newspapers Association Better Newspapers Competition feature writing competition

## References

Tabitha (Plueddemann) Crowley  
Senior Writer and Editor  
SIM International  
(704) 309-1633

Tammy Cook-Searson  
Chief of the Lac La Ronge Indian Band and President of Kitsaki Management  
(306) 425-8144

James Hope Howard  
Director  
Pahkisimon Nuye?áh Library System  
(306) 425-4550

Dr. Michael Tymchak  
Professor Emeritus (Former Dean of Education and Former Director of the Saskatchewan Instructional Development & Research Unit)  
University of Regina  
(306) 586-9298

Kelly Provost  
News Editor/Presenter  
CBC Saskatchewan  
(306) 420-9120