

DESMOND GRUNDY

Hamilton, Ontario Canada
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Objectives

- Bring my wide range of business, technical and creative skills to bear on new assignments;
- Deploy exceptional research, writing, building and computer skills to assist in creating smooth workflows, satisfied customers and functioning projects.

Education

- Certificate, Media Writing, Sheridan College, Oakville, June, 1983 - 1985
- Certificate, Music, Theatre and Gardening, Mohawk College, 1981 - 1983
- Drums and Piano, Royal Conservatory of Music; Mohawk College, Hamilton, 1975 - 1981

Education Highlights:

- Corporate and media writing
- Business administration, analysis and writing
- Content production and development; publishing
- Journalism and entrepreneurship
- Music and theatre production and performance
- Landscape Gardening

Work Experience

Computer systems and writing

- Chief Technology Officer for medium-sized executive search firm - Toronto (1998-2000)
- Technology Partner for medium-sized marketing firm: network installations, software support, purchasing - Toronto (1992-1998)
- Technology consultant creating system solutions for business and organizations including Sony of Canada and United Church of Canada; also retail and commercial. (1988 - 2001)
- Internet developer for a wide range of organizations; creating marketing and sales tracking systems; office support technology; project management and consulting (1987 - present)
- Writer and analyst / data systems for a group of United Nations NGOs developing policy documents, software solutions and day-to-day project management. (2013 - present)

Construction and maintenance

- Handyman business: providing a wide range of repair, maintenance and installation services to homeowners and small business (2014 - present)
- Home-building: designed and worked with an architect to rehabilitate and expand existing property in Uxbridge; experience with all tasks associated with home-building (2008 - 2012)
- Property maintenance: grounds management for small business and home owners: large estates, strip malls, office buildings: site clean up, grass and bush trimming. (2010 - 2014)

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Legal and Administration

- Business writer: development and provision of NDA, RFP, contracts and letters-of-intent for large multinational group of NGOs; 30 years in business-for-self providing detailed quotes, retainers, equipment sales and flexible development agreements. (1988 – Present)
- Legal researcher: providing document translation, analysis, defence coordination in legal dispute to appointed defence council and the defendants. Other legal documentation, research and writing (2013 - present);
- Advocate: Workmen's Safety Insurance Board, coordinating benefits for end users, interfacing with health care and (2010 – 2016)
- Advocate: Ontario Court of Justice, family divorce suit. Research and court filings. (2014)
- Advocate: Ontario Labour Board, labour and payment dispute advocate (2000)
- Advocate: Ontario Small Claims and Ontario Superior Court advocate for third party actions. (1999, 2003, 2013)

Strengths

- Ability to focus energy and work smart to meet higher than normal expectations;
- Wide range of computer hardware and software expertise; recruiting and resource mgmt.;
- Out of the box thinker able to source solutions and manage acceptable workflows;
- Experienced and patient teacher and support person; personnel management;
- Flexible and punctual; honest and trustworthy; polite and respectable;
- Conducting research into both primary and secondary sources; documentation generalist;
- Organizing and presenting information logically and coherently;
- Managing computer databases of case documentation; project management;
- Drafting letters, proofing and editing contracts and mortgages;
- Travel is not a problem; selling is not a problem; planning is not a problem.

Skills

- Projects and software solutions consultant: software/hardware projects and support;
- Audio and video production / musician / composer; stagehand, actor, model; publisher
- Corporate communications; copy and technical writer, researcher; content troubleshooter.
- Compatible and proficient with Microsoft, Apple, Unix operating systems / applications;
- LAMP, CSS, HTML and WordPress development tools.; graphics and data management;
- Social media and SEO manager; technical and documentation support and trouble-shooting
- Large range of building, landscaping and project management experience.
- Delivery truck driver, materials handler, mason's labourer, tool user.

Interests

- Music, family, real estate, building, fixing, gardening, renovating, and food