

**MICHAEL COWLEY-OWEN**

**CURRICULUM VITAE**

**21 September 2004**

# MICHAEL COWLEY-OWEN

## CURRICULUM VITAE

### Personal Data

**Full Name:** Michael Cowley-Owen      **Citizenship:** Canadian  
**Address:** P.O. Box 514,      **Telephone:** (613) 527-3131  
Maxville Ontario      **Fax:** (613) 527-1119  
K0C 1T0      **E-mail:** mco@perfectvision.ca  
**Website:** www.perfectvision.ca/mco

### Academic Qualifications:

1972 Diploma - Broadcast Engineering/Electronics - City and Guilds of London, London, UK  
1969 Certificates - Broadcast Operations and Electronic Engineering - British Broadcasting Corporation Training College, Evesham, Worcestershire, UK  
1968 Advanced Certificates - Pure Math; Applied Math; and Physics - Ewell Technical College, Ewell, Surrey, UK  
1967 Diploma in the Use of English, Universities' Joint Matriculation Board, London, UK

### Recent Training:

2002 Adobe – Digital Video production techniques  
1998-9 Novell - IntranetWare / Novell Directory Services / Java Programming  
Microsoft – Access database management, ODBC and dynamic linking  
1996 Advanced HTML and Website management  
1993 Certificate - Universal Job Evaluation Program - PS2000 Classification Simplification Task Force (federal)

### Present Employer:

Perfect Vision (Productions) Inc. - Manager / IT Specialist / Webmaster

### Language Fluency: English

*(Although only fluent in English, Mr. Cowley-Owen has produced many professional publications in French and other languages (including German, Spanish, Italian, Swedish and Finnish) for several clients.)*

### Years of Business Experience: 35

### Summary of Skills:

<ul style="list-style-type: none"><li>• PC hardware installation and setup</li><li>• PC software installation and setup</li><li>• Network installation and management</li><li>• Website development/management</li><li>• Database design/creation/integration</li><li>• Project planning and management</li><li>• Evaluation and analysis</li></ul>	<ul style="list-style-type: none"><li>• Training and education</li><li>• Communications and liaison</li><li>• Community development</li><li>• Program development</li><li>• Small enterprise management</li><li>• Audio, video and graphics production</li><li>• Digital Video production</li></ul>
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### Experience

#### **Computer/Network Expertise:**

Since 1969, Michael Cowley-Owen has been accumulating in-depth practical and theoretical knowledge of computer systems and their applications. He has attained a solid background in Information Technology, in hardware and software installation and operation, in systems development, and in programming. Throughout his career, he has worked on the leading edge of the use computers for a variety of applications, especially communications.

After forming his own company in 1979, Michael has been concerned with the use of computer-based systems for communications and the production of presentation material. During the period 1980-90, he pioneered the development of innovative uses for digital technologies in graphic design and display. From 1991 to the present, he has designed, set-up and administered PC-based Local Area Networks, including one in his own home office.

Mr. Cowley-Owen is familiar with a wide range of systems and configurations, from main-frames to laptops, concentrating primarily on PC's and PC-based networks for more than ten years. He has experience with all Windows operating systems (from 3.11 to Server 2003), as well as Novell Netware and Linux. He has installed servers, workstations, routers, modems and communication interfaces, CD/DVD reader/writers, OCRs, digitizers, printers, scanners, multi-media packages and peripherals, and many hardware/software upgrades.

He has experience in developing preventive maintenance programs and has extensive trouble-shooting expertise for hardware, software and systems problems. He has considerable experience in the installation and use of most popular brands and types of software including Microsoft, Adobe, Corel and Lotus products. He is familiar with basic programming (such as VB).

For more than ten years, Michael has worked on the design and application of databases, particularly over the Internet, and has experience writing queries. He has been working on Internet related projects (particularly Website creation) since 1995. He has developed many Websites and is currently working on the use of audio and video over the 'net.

#### **Website Development:**

Since 1995, Michael Cowley-Owen has designed, developed and managed Websites for commercial, institutional, volunteer and community organizations. These have ranged from simple "homepages" to complex multi-page sites with sophisticated database entry, edit and search capabilities. He has worked directly for clients and on sub-contract to Internet service providers (ISPs) and is capable of creating the content, graphics, coding and background programming for most applications. He has developed websites using HTML, Cold Fusion, ASP, JavaScript, Java and Visual Basic languages.

Recent work has included the creation and maintenance of an online newspaper, including an e-commerce component; the design and development of a tourism site complete with searchable databases of available resources; and the transfer and upgrading of an existing domain for an international institute.

Since 1998, as Webmaster, Michael has managed the domain (including many online databases) of a large national institute. He also manages a number of other commercial and community websites.

#### **Video and Audio Production:**

From 1969 until 1979, Mr. Cowley-Owen worked on-staff for several network broadcast organizations, performing in both the technical and production fields. Since 1979, he has been active as an independent video and audio program producer/director.

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He has produced many programs for clients in the government, non-profit and private sectors.

He has had extensive experience in all aspects of video and audio production, from client liaison, concept development and pre-production planning, to final post-production and distribution. He has a considerable background in technology and has developed many creative uses for technical resources.

### **Training:**

Working independently and with various partners, Mr. Cowley-Owen has developed and produced a variety of practical training programs. His target audiences have ranged from senior federal employees, mid-level managers in Fortune 500 companies, federal judges and technical specialists, to the general public, high school students and children.

He teaches advanced Internet related subjects, such as webpage creation, and website design and management. He has provided end-user training and support on a variety of hardware devices and software applications. He has taught management, communications, creative thinking and video production to post secondary students.

He has trained volunteer, contract and staff personnel in management, operations and technical procedures.

### **Community Development:**

Michael Cowley-Owen has been involved extensively in community development projects since 1985. He recently worked on a grass-roots community vision and development strategy for Eastern Ontario. He is a founding member of the North Glengarry Community Economic Development Group, the Eastern Ontario Chambers of Commerce Coordinating Committee, and the Maxville & District Chamber of Commerce. He actively participates in several other community-based organizations and in 1996-7 was elected to serve on both the Steering Committee for the region's Local Training and Adjustment Board (LTAB), and the Seaway Valley Tourism Association. He periodically edits, prepares and distributes various local newsletters.

From 1992-94, he worked with CIDA's Public Participation Program to develop and implement a program designed to raise the public profile of the development education community and to enable selected individuals to gain first-hand in-country experience.

### **Research and Writing:**

Mr. Cowley-Owen has strong research skills, quickly developing a working language on many subjects. He is knowledgeable in a broad range of expertise and can identify information threads in complex documents. He can assist organizations of many kinds improve their access to and use of their existing databases. He has reviewed policy documents and developed preliminary working papers for Federal government departments.

He has written extensively, including reports, training and promotional material on many topics and for a wide variety of clients. He has, also, written scripts, "Cabinet Documents", briefing papers, management plans, analyses, forecasts, speeches, magazine articles, and technical documents.

Recently he worked with the Waseskun Community Network to review their documentation and prepare a series of reports for various government departments and agencies.

### **Liaison and Team Building:**

Mr. Cowley-Owen has acquired considerable interpersonal skills and is comfortable communicating with individuals and groups at all levels, from the general public to the highest echelons of government and business. He has ongoing, working relationships with private sector, government and non-profit organizations, as well as public interest groups and NGOs. He has many national and international

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contacts.

He has excellent team-building skills, having set-up many grass-roots organizations, programs and projects.

### **Project and Personnel Management:**

Working as a department manager, small business owner, independent consultant and project administrator, he has skills in administration, finance and personnel management. Mr. Cowley-Owen has management experience in various enterprises, as well as in short and long-term projects, managing full-time, part-time and contract staffs of up to thirty.

He has acquired and applied practical expertise in planning, budgeting, resource allocation, implementation, problem solving, decision making and opportunity assessment.

## Employment

January 1991 - present

### **Freelance Consultant** - Duties include:

Installation and maintenance of PC networks, PCs and peripherals (clients include Marc Productions, Glen-Net Communications, Waseskun Community Network, Canadian Institute of Food Science and Technology, Triumph Engineering, DGK Ltd., and Perfect Vision (Productions) Inc.);

Designing and implementing LANs, and evaluating and installing software for small enterprises;

Developing software tools for the analysis and comparison of data;

Developing and delivering end-user training and support on a variety of hardware devices and software applications.

Developing work descriptions and personnel structures for small-scale reorganizations;

Researching and preparing documentation, and developing evaluation criteria for the selection of federal grant recipients;

Evaluating technical proposals, recommending applicants and preparing selection committee reports for international development projects.

September 1979 - present

### **Owner/Manager/Producer** - Perfect Vision (Productions) Inc., 3 Mechanic Street East, Maxville, Ontario, K0C 1T0. Duties include:

Installation and maintenance of a 10 workstation network, including Netware server, printers and router;

Managing the day to day operations of the firm, and the projects in progress (personnel complements have ranged up to thirty);

Liaison with clients, potential clients, suppliers, sub-contractors, consultants and specialists;

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Developing program and visual concepts with clients;

Research and writing of scripts, promotion/advertising copy and training material;

Consulting on computer production tools, communications, audio-visual/graphic production, operations and technical issues;

Developing and writing proposals, work plans, budgets and reports;

Coordinating production of programs and materials;

Designing, setting-up and administering computer systems and networks;

Developing, operating and maintaining a graphic creation system, including high resolution scanning and video digitization;

Marketing the services of the firm.

June - August 1983, January - April 1984

**Manager** - Video Division - Marc Productions Ltée., 1163 Parisien Street, Gloucester, Ontario. Duties included:

Design, planning and integration of a video production studio system into an existing audio production facility;

Integration of in-house computer systems;

Managing human, technical, and administrative resources during the start-up phase of video operations;

Managing a staff of five;

Marketing of video technical and production services;

Training of technical and production personnel.

September 1984 - June 1986

**Lecturer** - Trebas Institute, 290 Nepean Street, Ottawa, Ontario. Duties included:

Designing courses in Video Production, Communications, Management and Creative Thinking;

Delivering the courses to post-secondary students;

Developing and administering objective written tests and evaluating results;

Devising and facilitating practical tests and evaluating results;

Counselling students on course material, career opportunities and planning objectives;

Designing and coordinating construction of an office and studio complex.

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November 1973 - September 1979

**Studio Manager** - Ottawa News Bureau, Global Television Network, Suite 501, 150 Wellington Street, Ottawa, Ontario. Duties included:

Managing technical personnel (5) and facilities of a television news studio generating, or contributing to, approximately 20 hours of finished production per week (75% live to air);

Directing studio activities in the production of news and current affairs programs;

Liaising with reporting staff, Toronto master control and editorial desk, other production facilities, common carriers, suppliers, freelance personnel and other news organizations;

Construction of the studios and offices, and integration of a complete electronic news gathering system;

Production/direction of "special interest" programs.

August 1973 - November 1973

**Senior Technician** - CJOH TV, 1500 Merivale Road, Ottawa, Ontario. Duties included:

Maintaining and operating television production equipment;

Preparing and installing temporary technical facilities for remote broadcasts (news, sports, commercials and current affairs).

November 1972 - May 1973

**Research Technologist** - Bell-Northern Research, Kanata, Ontario. Duties included:

Constructing and testing prototype electronic systems for digital optical fibre transmission lines (T1, T2 & T3).

September 1969 - September 1972

**Operator/Technician** - Outside Broadcast Department, British Broadcasting Corporation, Acton, London, UK. Duties included:

Preparing and installing temporary facilities for outside (remote) broadcasts (news, sports, drama, state events and current affairs);

Evaluating sites for possible use in outside broadcasts and liaising with owners/residents;

Liaising with common carrier personnel and testing temporary circuits;

Testing and maintaining electronic equipment.

September 1967 - August 1969

**Research Metallurgist** - National Physical Laboratory, Teddington, Middlesex, UK

**Pilot/Officer Cadet** - Royal Naval College, Dartmouth, Devon, UK

**Architectural Trainee** - London Borough of Sutton and Cheam, London, UK

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### **Other Relevant Experience**

#### **Publications and Scripts**

Wrote and edited material on many subjects, eg; international development, community development, planning concepts, problem-solving, technology, forecasting, management, communication, health, environment, transportation, history, sport, children's entertainment, poetry etc.

#### **Theatre, Location and Live Production**

Designed and programmed sound and lighting sequences

Designed, installed and operated lighting effects and facilities

Designed, recorded and performed sound effects and music

Trained operators for camera, lighting, editing and sound