CURRICULUM VITAE

Mark Dasilva, B.A.

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EXPERT SUMMARY

Mr. Mark Dasilva is a Technical Writer and Report Editor with 30 Forensic Engineering. He holds a Bachelor of Arts degree from Toronto Metropolitan University. Mark has a range of writing, editing, and communications expertise from his experience working in communications and web editing.

SPECIALIZED PROFESSIONAL COMPETENCIES

- Technical Writing
- Corporate Communications
- Copy Editing and Proofreading
- Web Editing and Writing
- Technical Communication

ACADEMIC BACKGROUND

Bachelor of Arts (Honours), English, Toronto Metropolitan University, Toronto, Ontario, 2021

Graduate Certificate, Professional Writing and Communications, Humber College, Toronto, Ontario, 2023

PROFESSIONAL EXPERIENCE

30 Forensic Engineering

Technical Writer/Report Editor
2024 – Present, Toronto, ON

- Provide specialized, professional services to engineers and experts in the form of exceptional writing, editorial, analytical, and researching skills
- Work as a highly effective collaborator, alongside engineers and support staff, to meet deadlines in an efficient manner
- Demonstrate a style that favours clarity, concision, and readability in order to facilitate the production of a comprehensive, well-crafted product

Editors Canada

Web Writer/Editor
2023, Toronto, Ontario

- Copyedit and proofread the various webpages of the company website to ensure that language is clear, readable, and following the internal style guide with consistency
- Edit pages for visual design and clarity in WordPress while maintaining AODA Website Compliance
- Work alongside a team of volunteers to transfer web content from Drupal to WordPress
- Edit the structure of the website by developing an updated sitemap based on internal site analytics and discussions with the lead web developer
- Develop and edit communications documents alongside the communications director to update the process of the project

Shoppers Drug Mart

Customer Service Representative
2017 - 2024, Toronto, Ontario

- Deliver efficient and direct customer service to adhere to team expectations
- Manage inventory data and operations to ensure information is up to date
- Work alongside the team to delegate tasks and train new employees to meet management's standards

AWARDS AND ACHIEVEMENTS

- Graduated with Honours from Toronto Metropolitan University