

# Donald Howes

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Indexer specializing in the creation of back-of-book and embedded indexes.

Previous experience as:

- Owner/operator of an online antiquarian bookstore
- Software developer/project manager responsible for the design, implementation and release of software products
- Professional archaeologist managing field projects and report production.

## Skills & Abilities

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### *Management*

- Managed teams of up to 15 people with a focus on exactness, attention to detail and efficiency
- Designed, budgeted, scheduled and implemented complex projects brought in on time and on budget
- Coordinated cross-functional teams (Quality Assurance and Technical Documentation) to ensure project goals and product release dates were met.

### *Organization*

- Owned and operated *History's Pages*, an online antiquarian bookstore. Responsible for all aspects of marketing, accounting, acquisition and sales.

### *Technical Skills*

- Indexing
- Programming
- Project scheduling

## Professional Development

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- Indexing: An Essential Art and Science (TCOM 230). Simon Fraser University, Vancouver, BC
- The Mary Newberry Mentorship Program. Indexing Society of Canada/ Société canadienne d'indexation
- Active Indexing: Creating indexes for eBooks. Society of Indexers

## Education

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- Master of Arts, Anthropology: Washington State University
- Bachelor of Arts, Archaeology (Honours): University of Calgary

## Associations

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- Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI)
- American Society for Indexing
- Royal Astronomical Society of Canada

## Indexing Tools and Software

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- Indexing Research CIndex
- Klarso Index Manager
- Adobe InDesign
- Adobe Acrobat DC
- Adobe Premier Pro
- Adobe After Effects
- Microsoft Word
- Microsoft Excel

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## Areas of Expertise

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### *Social Sciences/History/Exploration*

- Archaeology
- Anthropology
- General history
- Canadiana/Canadian history
- Military history
- Early exploration of the Canadian west (18<sup>th</sup> and early 19<sup>th</sup> century)
- 19<sup>th</sup> century arctic exploration
- 19<sup>th</sup> century African exploration

### *Sciences*

- Astronomy

### *Technology*

- Software development (eg, accounting, email, medical charting)
- Software programming and interface design
- Programming languages
- Project scheduling and management
- Video editing using non-linear editors
- Video special effects

### *Food & Drink*

- Oenology

## Professional Experience

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- Indexer | DH Indexing | 2020–Present
- Owner/Operator (Book Seller) | History's Pages | 2003–2010
- Software Engineer/Project Manager | Microsoft (and others) | 1987–2003
- IT Consultant/TeX Specialist | WSU Computing Services Center | 1984–1987
- Archaeological Researcher | Various Institutions | 1974–1983

## Publications

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- Presented invited papers at Archaeological and Geographical Information System conferences
- Published articles in both peer-reviewed and non-reviewed archaeological journals
- Wrote a column on the C programming language for *The Computer Journal*
- Published articles on copyright and contracts in the ISC/SCI *Bulletin*