

Résumé

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Objective

To obtain a creative and challenging position that will contribute to a company's Web goals and persuasively communicate the company's message.

Key Skills

30 years of Project Management, Business Analysis and Production for Media and Web Projects

- Managed cross-functional teams to facilitate communication, requirements gathering, resources, milestones, task dependencies, budgets, and schedules for print, interactive CDs and multiple, simultaneous Web projects
- Interacted with sales, editorial, design, programming and operations on the planning and creation of Web projects and deliverables from inception to completion. Analyzed projects, created action plans, wrote business requirement documents; managed scope and client expectations.
- Designed and participated in programming over 70 corporate and public Websites/Intranets.

Software & Methodologies used:

- **Web & Web 2.0 Technologies:** MS SharePoint Portal Server 2003, MS Content Management Server 2001, Interwoven TeamSite 4.5, 5.0, Windows SharePoint Services (WSS), Oxygen 2.0 XML Editor, Adobe Dreamweaver and ColdFusion, HTML, DHTML, CSS, JavaScript, XML, XSLT, FrontPage, WebTrends and Omniture.
- **Office and Graphics Applications:** Microsoft Office 2007 Mac & PC, MS Visio 2007, MS Project 2005, Sun StarOffice, OpenOffice 3.0, Adobe Photoshop, InDesign, PageMaker, Captivate, Director, Freehand, Flash and Illustrator, ACD Systems Canvas, Quark Xpress.
- **Operating Systems, Database & Backend Technologies:** MS Windows Vista & XP, Apple Macintosh OSX, and Sun Solaris 8.0. MS Access, MS SQL Server 7.0, Adobe Cold Fusion.
- **Systems Modeling/Project Management Technologies:** Rational Unified Process (RUP), Joint Application Development (JAD), Unified Modeling Language (UML), Project Management Body of Knowledge (PMBOK).

Professional Experience

University of California, Office of the President, Division of Agriculture and Natural Resources, Berkeley, CA November 2008 to June 2009: Project Manager/Web Editor

Created website for *California Agriculture* journal. Supervised overseas conversion and edited 6,000+ XML content files for searchable archive display utilizing NLM DTD. Designed XSLT formatting. Created all HTML static content. Worked with UC Web Access Team to develop ColdFusion display and applications. Software: HTML, CSS, XML, XSLT, Oxygen 2.0, Adobe suite, Macromedia suite, MS Office + Project, Cold Fusion. Web address: <http://californiaagriculture.ucanr.org>.

Sun Microsystems, Marketing Department, Menlo Park, CA March 2006 to November 2007: Web Content Publisher, Project Manager

Principal content publisher for Marketing Department intranet. Performed day-to-day maintenance of Sun's MyMarketing portal – managed scheduling, production and on-time delivery of content. Supervised interface and information architecture of site. Created archive of Advertising materials for worldwide audience. Developed online Marketing mentoring system. Software: HTML, CSS, Javascript, AJAX, Interwoven Teamsite CMS, Adobe suite, Macromedia suite, WebTrends, Omniture, Sun StarOffice, Solaris 8.0.

Kaiser Permanente, NOPS Enterprise Network Services, Walnut Creek, CA May 2005 to December 2005: Training Coordinator/Developer

Coordinated training for 300+ networking/communications engineers. Managed a \$300,000+ training budget for ENS employees in mandated corporate courses and topics such as Cisco Networking, Wireless Networking, VoIP, Siemens telephony, and other technical subjects. Significantly reduced training costs through geographic consolidation. Developed online training programs. Software: HTML, CSS, Macromedia suite + Captivate, MS Office suite, Adobe Photoshop.

Intel Corporation, ABU Upgrade Project, Folsom, CA March 2005 to May 2005: Project Manager

Supervised PeopleSoft Hardware Upgrade. Acquired and installed 32 HP/Compaq DL580 and DL380 G3 Servers. Coordinated with cross-country teams to configure new servers for PeopleSoft Development Platform. Participated in hardware

planning and procurement stages. Software: MS Office suite, PeopleSoft 8.1, MS SharePoint Portal Server 2003, Windows SharePoint Services (WSS).

**Intel Corporation, IT Customer Engagement, Folsom, CA
April 2004 to December 2004: Web Project Manager**

Manager for eWorkforce Initiative Project. Supervised new implementation of SharePoint 2.0/custom tools framework for corporate Intranet, covering five divisions and 10,000 employees. Provided oversight of divisional implementation managers and teams. Conducted research, monitoring, and presented results to IT management. Worked with Intel Asset Management and HR to prepare reports on user satisfaction with Intel IT products and services for usage and employee data mining. Software: HTML, CSS, MS Office suite, MS SharePoint Portal Server 2003, SharePoint Services.

**Delegata Corporation, Sacramento, CA
April 2003 to December 2003: Web Analyst/Project Manager**

Redesigned/rebuilt corporate website. Gathered and documented requirements, developed project plan/production schedule and programmed site. Produced responses to RFPs from state agencies, including CALPERS, Legislative Data Center, Caltrans, and CalDHHS. Created presentations and web mockups for content management and portal implementations. Software: HTML CSS, Javascript, MS Office suite, Visio, Adobe suite, .NET, Rational,

**Intel Corporation, Business Applications Solutions Dept., Folsom, CA
April 2002 to February 2003: Web Business Analyst**

For IT Storefront Project, wrote report to IT management on state of Enterprise Content Management (ECM). Developed technical recommendations, requirements, high-level architecture and test methodology designed to integrate with Intel's existing business initiatives. Researched, evaluated, and developed test sites of Web Content Management software from vendors Interwoven, Documentum and Microsoft. Software: HTML CSS, Javascript, MS Office suite, Visio, Adobe suite, Interwoven Teamsite, Microsoft SharePoint, Documentum Content Server.

**California Department of Transportation (Caltrans), Sacramento, CA
March 2001 to October 2001; Business/Systems Analyst**

For a \$30 million effort to consolidate Transportation Management Center (TMC) software development, analyzed and documented traffic field data collection, internal processing and Internet/Intranet distribution to State departments, third-party Internet resellers and media outlets. For a \$9 million dollar initiative, performed GAP analysis and detailed cost/benefit ratio of converting existing mainframe contract management systems to Oracle applications. Software: MS Office Suite, Visio.

**California Department of Motor Vehicles (DMV), Sacramento, CA
October 2000 to January 2001: Web Business Analysis**

Conducted feasibility study for online ordering of Vanity License Plates. Identified and documented business/software requirements, budget needs, resource/staffing allocations, risk analysis. Produced detailed Feasibility Study Report (FSR), Economic Analysis and Risk Analysis for Department of Information Technology (DOIT). Software: MS Office Suite.

**Talman Associates, Sacramento, CA
June 1997 to October 2000: President and Web Project Manager**

New business development; interfaced with clients to identify and document business requirements/opportunities and create conceptual/interface design, site architecture, graphic design, and HTML/XML/CSS templates. Sites included: Valley Humane Society, Bay Area Economic Foundation, PC World, Entertainment Industry Development Corporation (EIDC). Software: HTML, CSS, Javascript, Adobe suite, Macromedia suite, ColdFusion

**Academy of Art College, San Francisco, CA
September 1996 - December 1997: Instructor, Web Design**

Enabled school's growth into Web training by developing initial syllabus and conducting college-level classes in beginning and intermediate Web technologies, including HTML and Javascript.

**Scientia Incorporated, San Francisco, CA
December 1995 to June 1997: Multimedia/Web Creative Director**

Enhanced usability and design of Princeton Review's Apply 98! and College Advisor CD's. Designed and programmed websites for Oracle Corporation's Intranet employee orientation, Sun Microsystems' SunPeak project and 1997 JavaOne conference, and Supertex's online product catalog. Software: CSS, Javascript, Adobe suite, Macromedia suite, ColdFusion

Education

- B.A. Speech/Theatre, Northern Illinois University, DeKalb, Illinois (1971-1974).
- Continuing education at Sacramento City College (2003) and San Francisco City College (2008-current) in systems analysis, project management, Java programming, architecture, art history, anthropology, economics, astronomy.

Special Accomplishments

- Author of *Understanding Presentation Graphics*, published by Sybex, Inc (1991).