

EDUCATION

Bachelor of Arts in Communication; Journalism and PR **Dec 2006**

Southeastern University, Lakeland, FL 2002-2006
Graduated Magna Cum Laude

EXPERIENCE

Hotel F & B Magazine, Chicago, IL - Telecommute **April 2008-present**

Publishing Operations Assistant

Perform wide variety of tasks related to nationally distributed magazine, including gathering and updating ROI reports, clean up or update various aspects of existing site and e-newsletters, input and maintain contact registry, and a growing list of other responsibilities.

The Strauss Group, Portland, OR **Dec. 2007-present**

Web Content Manager and Personal Assistant

Manage articles and content for owner's small business website, professional blog and podcasts. Other responsibilities include the design and distribution of weekly e-newsletter, website support and project manager, market research and promotion of author and services, as well as on-site administrative support, and personal assistance.

John Wiley & Sons, Inc., Hoboken, NJ -Telecommute **Feb. 2006-April 2008**

Wiley Faculty Network Events Coordinator

Off-site coordination assistance for university campus and regional representative-driven events for the Learning Technologies Department of John Wiley & Sons, Inc. All responsibilities are handled remotely, as part of a team, and include inviting speakers and handling travel needs, creating promotional documents, developing on-line registration sites, tracking the various events and registrants and providing necessary follow-up. In the past year, have remotely coordinated nearly 200 events. Similar activities are conducted for national workshops and may also include on-site support. Other duties include assisting in gathering and compiling event and sales data for year-end reporting and review, and assisting with website development and light graphic design.

Millipore Corp., - Telecommute **Nov. 2006-Jan. 2008**

Administrative Support

Provide occasional support for World Wide Sales Force Trainer, which has primarily including the design and creation of training manuals and compilation of training evaluation data into complex spreadsheets and visual graph elements for Power Point presentations.

COMPUTER SKILLS

Proficient in Microsoft Office 03/07 applications and Adobe Acrobat 8 Professional. Working knowledge of Content Management Systems, primarily Wordpress, and some Drupal, as well as FTP clients, Lotus Notes e-mail and database navigation, Camtasia Studio, Snag It, Microsoft Groove, Adobe Acrobat Connect web conferencing, BaseCamps, Intelligent Team Management, and Adobe Photoshop. Basic and ever expanding knowledge of HTML and CSS code, within text editor. Experienced and comfortable with the Windows XP/Vista operating systems environment and Internet navigation. Familiar and interested in website marketing, including SEO and social networking. Type 65+ wpm.