



Objective

To obtain a position where I can utilize my strong desktop publishing, design and writing skills.

Experience

January 2000 to Present

Graphic Design and Desktop Publishing

- Created logo for a triathlon participant.
- Designed a logo and business card for an Organization Development and Feng Shui consultant.
- Created booklets for a classroom project at Jefferson Elementary School in Cloverdale.
- Designed posters, tickets and postcards for the Boys and Girls Club of Cloverdale Annual Casino Night and Dinner.

Web Design

- Redesigned and edited the online content of the website for the United Way of Sonoma-Mendocino-Lake in Santa Rosa.
- Designed and composed text for an online handbook for the University of Arizona English Department.
- Developed an online portfolio of my academic and professional work.

Writing and Editing

- Composed a 40-page thesis to fulfill honors requirements at the University of Arizona in Tucson.
- Gathered and outlined data for the North Central Association-2000 Self Study Report at the University of Arizona.
- Collaborated with astronomers to write a press release for the National Optical Astronomy Observatory in Tucson.

Research and Data Analysis

- Supported United Way campaign staff by gathering data, creating materials and running reports for fundraising.
- Analyzed and processed data for the United Way of America campaign status report for the United Way of Sonoma-Mendocino-Lake.
- Organized information and updated the database on tenure-track candidates for a search committee at Sonoma State University in Rohnert Park.
- Independently analyzed and processed astronomy data under the direction of a mentor at the National Optical Astronomy Observatory.

Employment

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| United Way of Sonoma-Mendocino-Lake, Santa Rosa, CA Administrative Assistant, Resource Development and Marketing Department | June 2001 to June 2002 |
| Sonoma State University, Rohnert Park, CA Department Assistant, Psychology Department | November 2000 to June 2001 |
| National Optical Astronomy Observatory, Tucson, AZ Intern, University of Arizona/NASA Space Grant Research Program | August 1999 to May 2000 |

Education

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| University of Arizona, Tucson, AZ Bachelor of Arts, Magna Cum Laude, English | May 2000 |
| Sonoma State University, Rohnert Park, CA Web Publishing Professional Series Certificate | January 2001 |

Skills

Software

- Adobe: InDesign | Illustrator | PhotoShop | ImageReady | GoLive | Acrobat
- Microsoft Office | BBEdit

Platforms

- Macintosh OS X/lower | Windows XP/lower

Other

- General Office | HTML