

3181 NE 23rd St.
Apartment D117
Gresham, OR 97030

Phone 503-661-3020
jenni@nu-look.net

Jennifer Simonis

Work experience

Self-employed

Web designer

Ongoing

Portland, Oregon

Built and maintain web sites for various non-profits, political organizations, and small businesses. Using Content Management Systems (CMS), I designed sites from scratch and took over the maintenance and upkeep of sites that had been abandoned by their webmaster. Help train others in how to use the CMS. Work daily to keep sites up-to-date as content is sent to me by site owners. Created sites from scratch using designs sent to me by customers, as both rough outlines and very detailed graphics. Handle day-to-day maintenance of sites, including upgrading the CMS and watching for security vulnerabilities.

MDCCC

Field Director

March 2005—Feb. 2007

Portland, Oregon

Built and directed field plan for the county. Was in charge of hundreds of volunteers over a period of several months. Put together and sent out a weekly e-mail newsletter on volunteer opportunities and upcoming events. Helped with fundraising activities. Worked together with national staff to put together large events, with attendance of 500+. Created training and marketing documents. Trained several hundred people on a variety of topics, including neighborhood organizing.

Multnomah County Elections Division

Temporary Elections Worker

Oct. 2004-Nov. 2004

Portland, Oregon

Fulfilled duties needed to prepare for the 2004 General Election, including: working in the mail room; inputting voter registration cards into the database; updated voter registrations; answering phones, mostly at the information line which gave out information on whether voters were registered, when their ballots were mailed out, when ballots were received, etc.; verified signatures on ballots; worked counter, helping voters with registrations and provisional ballots, answered questions regarding the election, etc.; worked on "trouble" voter registrations—those that were missing information and could not be processed, worked at the door, greeting voters, serving as a "gatekeeper" to keep the number of people in the lobby at or under 30 people, etc.; worked the lines outside the building on November 1 and 2, answering voters' questions, helping them fill out the appropriate forms before going inside, etc. I often worked as floating relief, as I did well even if I was moved around from desk to desk often. Worked with multi-line phones, voter registration database, copy machine, and facsimile.

New Voters Project

Campus Coordinator

Aug. 2004-Sept. 2004

Portland, Oregon

Coordinated voter registration efforts at Portland Community College— Sylvania and the University of Portland. This included putting together materials to hand out to student and faculty leaders regarding how to register voters and speaking tips, leading meetings and training sessions with those student and

faculty leaders, organizing a new office, planning large events, etc. As coordinator, was in charge of all voter registration efforts on those campuses, which included being in charge of several interns who were working on the Project for class credit. Had intensive training in regarding interviewing and hiring interns, planning and teaching classes with those interns, successful event planning, planning and following a budget, training people, public speaking courses, and more. Assisted in the planning and executing of budgets.

Oregon Live/Advance Internet

Forums contractor

Jan. 2001-Feb. 2003

Gresham, Oregon

Moderated online forums. Was lead person for the Oregon Live forums, overseeing moderators from across the country. Kept track of local news, using it to start new discussions, help answer people's questions on the forums, and know when a particular forum may see a surge in activity.

Alvin Sun-Advertiser

Reporter and Photographer

Mar. 1999-June 2000

Alvin, TX

Covered local news events, wrote news stories, feature stories and police beat for three weekly papers. Assisted in the layout of two of the papers and laid out *The Alvin Sun* on my own. Worked with Macintosh computers. Used Claris Works, Quark Express, and Adobe Photoshop. Took pictures for newspaper with Kodak digital camera. Transcribed quotes and information taken from tapes of local meetings (city council, school board, etc.). Covered some sports-related events, including the induction of Nolan Ryan in the Baseball Hall of Fame. Received recognition from peers for breaking stories, including one dealing with an oil spill in a local creek and another dealing with a woman awaiting a liver transplant, which won a Medical Journalism Award of Merit from the Harris County Medical Society.

Congressman Nick Lampson

Constituent Services Representative

Sept. 1997 – Jan. 1999

Galveston, TX

Worked with constituents to help solve their problems with state and federal agencies, helped put together workshops, entered information into the constituent database regarding correspondence in and out of the office, answered multi-line telephones, filed documents and folders, sorted faxes and daily mail, attended meetings for Congressman, and greeted Constituents. Also was in charge of printed records in the office—filing them, keeping them organized, pulling folders for meetings, etc.

Santa Fe Newspapers

Editor, Reporter, Photographer

Feb. 1996 – Aug. 1996

Santa Fe, TX

News editor for two weekly newspapers—*The Bulletin* and *The La Marque Times*. Wrote stories, edited newspapers, took pictures, laid out pages in Quark Express, pasted up pages, typed in stories, scanned in stories using Omni Page Pro, covered sport events, and other community events. Transcribed quotes and information taken from tapes of local meetings (city council, school board, etc.). Began as reporter for one weekly paper, but soon took over as managing editor for it and another paper published by the company. Was in charge of two part-time reporters.

Education

University of Houston

Houston, Texas

Major—Journalism, Computer Science; enrolled in Honors College.

College of the Mainland

Texas City, Texas

Major—Journalism

Took courses while in high school, and was one of only a handful of high school sophomores to ever receive their Summer SuperStart scholarship, typically reserved for juniors and seniors. Received the scholarship a second time as a senior.

Santa Fe High School

Santa Fe, Texas

Honors Program

Graduated seventh in class; served as editor of yearbook for two years (a position typically reserved only for second year students); enrolled in advanced and honors classes, including Calculus. Was a member of Students Against Drunk Driving (including serving as president and vice president), Honor Society, Student Council, Math Club (served as president), and U.S. Academic Decathlon team. Was in charge of volunteering and community service for the Honor Society, working on ways for fellow students to earn their required number of hours per year. Also kept track of every student's volunteer hours.

Skills

Knowledgeable in Quark Express, MS Word, MS Excel, MS Front Page, Adobe Photoshop, Adobe Acrobat, Adobe Go Live, Microsoft Publisher, MS Outlook, as well as numerous other computer programs. Experienced with both PCs and Macintosh.

Knowledgeable in page layout design, editing skills and html. Experience with digital cameras.

Have trained numerous people in web page design, using the Internet, and how to use various other computer programs. Ability to learn new programs quickly. Multiple years experience using a variety of scanners, digitizing pictures as well as text.

Have 10 years experience building and maintaining web sites. Experience in installing, customizing, and maintaining websites built on PHP-based Content Management System (CMS) solutions such as Drupal. Also in integrating Paypal and Click and Pledge into websites.

Have led numerous committees on topics such as technology, communications, and events. Also served in leadership rolls within community organizations.

Have numerous years' experience with data entry. My typing speed is 66 wpm (City of Portland test, 2004) and my data entry speed is 187 kpm (Clackamas County test, 2004).

Trained in volunteer coordination and campaign organizing, include hiring and working with interns, results tracking, training others, and training others how to train. This training was part of an intensive eight-day training by PIRG and the New Voters Project.

References

Julie Bates

Multnomah County Elections
503-988-3720

John Kauffman

Multnomah County Elections
503-988-3720

Jim Robison

503-285-4805
Administrator
West Multnomah Soil & Water Conservation District

Ginny Ross

Attorney
503-292-7674

Ellen Klaastad

503-737-7032