

## Experience:

### Internet Presence Consultant

#### Nu-Look Media, Gresham, OR - (6/1998 – Present)

- Build and maintain sites for various non-profits, political organizations, businesses and community groups
- Experience setting websites with up donation, e-commerce and membership systems
- Train site owners, staff and volunteers how to use, administer and maintain content on the web sites
- Train people on how to install, set up, and maintain Drupal web sites
- Set up and maintain email accounts, listservs, bulk email, website reporting/analytics, and custom interfaces
- Creating themes (look of a site) for Drupal, including those based on provided layouts, graphics, Photoshop files, Illustrator files, and In Design files
- Prior clients include: California Alliance for Arts Education, Sierra Club - Angeles Chapter, Oregon Health Network, Democratic Party of Oregon, Steve Novick for U.S. Senate, Cyreena Boston for State Representative, Dan Thackaberry for State Representative, Multnomah County Democratic Central Committee, Portland City Commissioner Nick Fish
- Samples of prior work can be found at: <http://www.nulookmedia.net/portfolio>

### Internet Presence Manager

#### Forward Support, Portland, OR - (9/2008 – Present)

- Design, build, and administer web sites using the Drupal Content Management System
- Technical support for web hosting accounts
- Support and advice for web presence and blogging and E-Fundraising
- Create print and electronic documents utilizing MS Office Suite and Adobe Acrobat.
- Setting up, maintaining, and giving support for email lists
- Training, including web site editing, CMS use, and CRM use

### Democratic Field Director

#### Multnomah County Democratic Central Committee, Portland, OR - (3/2006 – 2/2007)

- Recruited, trained and directed over 300 organizational volunteers
- Developed materials for ballot party program
- Organized and supervised phone banks and canvasses
- Wrote internal field campaign plans and coordinated external field campaign plans
- Also served as webmaster for county party's web site

### Elections Worker

#### Multnomah County Elections Division, Portland, OR - (10/2004 – 11/2004)

- Answered voter's questions and assisted them in properly completing appropriate forms
- Verified signatures on ballots -Input voter registration cards into the database and updated voter registrations

### Constituent Services Representative

#### Congressman Nick Lampson, Galveston, TX - (9/1997 – 1/1999)

- Assisted constituents to help solve issues and problems with state and federal agencies
- Designed processes and documents for recording constituent phone calls to ensure they were properly documented and that prompt replies were made
- Served as in-state manager of the office's Customer Relationship Management (CRM) system

## Professional Skills:

### Computers and equipment

- More than fifteen years' experience with the MS Office Suite, including Word, Excel, Access, and Publisher.
- Ten years experience with Adobe Photoshop, including a few years using it almost daily in a newspaper setting.
- Several years experience with Adobe Acrobat and Dreamweaver.
- More than fifteen years' experience working with peripherals such as inkjet printers, laser printers, copiers, fax machines, and scanners.
- Trained in how to scan text, photos and documents into the computer as well as editing those photos for online and print usage.

### Internet Presence

- Over 15 years of web site development using HTML, PHP, and database backends
- Almost a decade of experience with Drupal
- E-commerce using various third party payment systems
- Expert level Drupal Content Management System (CMS) designer and administrator
- Design newsletter template creation and email distribution systems
- Experienced in utilizing bulk email systems like CiviCRM, iContact, Cooler Email, and Constant Contact
- Experienced Internet graphic designer
- Experienced with social media, including Facebook, Twitter, and Flickr
- Experienced user and editor of online wikis
- Experienced in working with reporting tools such as Google Analytics

### Training

- Trained numerous people in web page design, using the Internet and basic PC use
- Led numerous committees on topics such as technology, communications, and events
- Led workshops on web sites at conferences as well as a series of workshops at Washington State University - Vancouver

### Data Entry

- Typing speed is 66 wpm
- Data entry speed is 187 kpm

## Education:

- College of the Mainland (Texas City, TX) while in high school; focus on Communications
- University of Houston, Honors College (Houston ,TX) focus on Communications and Computer Science
- Mt. Hood Community College (Gresham, OR) Received an Associates of Applied Science degree in the area of Computer Information Systems - Web Design and Webmaster. June 2010 graduation. Currently pursuing a degree in business.

## Personal Philosophy

I have a passion for increasing participation in civic and community action through advocacy, volunteerism, and education. I enjoy assisting candidates and campaigns, governmental entities, community groups, and non-profits in utilizing the Internet and advanced communication that enable to keep people informed and active.

Through almost two decades of community involvement, I've learned a lot about community and political action that I've been able to translate into effective online activism. Because of my experience, I am able to assist organizations in better

utilizing the online tools available to them and make their sites more user friendly.

I also have years of experience with small businesses, going back to my father's small cement contracting business in Texas. I understand how important tools such as the web and social media can be to businesses and enjoy helping them to expand their reach and customer base by utilizing these tools. I also perform a lot of usability tests on business sites to see how easy they are to navigate, if they provide what the average customer is looking for, etc. and have a good grasp of what a business' web site needs in order to succeed.

## **Hobbies**

Scrapbooking, reading, writing, travel, gardening, and nature photography. I also enjoy spending time with my daughter and husband.