
SUMMARY

Proactive solution-provider who works well as a team player or independently.

Computer Software: Macromedia: Dreamweaver, Fireworks, Homesite
Adobe: Photoshop, Acrobat
Microsoft: Office, Visio, FrontPage, Publisher, Project

WRTI, TEMPLE UNIVERSITY PUBLIC RADIO, Philadelphia, PA (October 2001 - Present)

Technology Manager (August 2003 - present)

1. Oversee administrative computer operations.
2. Define, recommend and implement system services.
3. Provide hands-on services to meet program needs of staff and constituents.
4. Serve as a source of ideas for new initiatives.
5. Serve as a liaison with university computer services and outside vendors.
6. Serve as a member of team to implement a strategic technology approach that supports departmental objectives.

Selected Accomplishments:

1. Facilitated and implemented the redesign of the WRTI website (webmaster).
2. Designed and launched e-newsletter campaign.

Membership Services Assistant (Oct. 2001 - July 2003)

Provide support to the WRTI Membership Manager.

Selected Accomplishments:

1. 2003 Station Development Award – Membership. The Public Radio Development and Marketing Exchange Conference sponsored by the Development Exchange Inc, and National Public Radio.
2. Constituted best practices policy to maintain data integrity: manual entry, import, and export.
3. Facilitated import of financial information from bank into database fundraising software.
4. Wrote instructions (use cases) for mailing receipt (“thank you”) letters.
5. Project managed creation of data import software upgrade with outsource vendors.
6. Recorded business process for settling credit card transactions.
7. Conducted market analysis: Public Radio Membership Levels and Premiums.

VIS.ALIGN, West Chester, PA (December 2000 – April 2001)

Advisory Management Consultant

Participated in envisioning, planning and designing solutions at the department / line-of-business level by interacting with clients and vendors to identify and deliver value added services that support client’s needs.

Selected Accomplishments:

1. Conducted market analysis: Business Consulting Landscape, and Enterprise Resource Planning (ERP) Systems.
2. Performed product analysis: Sales Force Automation (SFA) tool integration with Microsoft Outlook.
3. Composed product development: Brochure copy.
4. Served as a primary interface between Vis.align and client.
5. Contributed to overall strategic direction of Vis.align’s Management Consulting practice by bringing new ideas and solutions to company and by mentoring and influencing others in organization.
6. Demonstrated leadership on internal issues and identified appropriate solutions.
7. Participated in development of new service offerings and other Vis.align initiatives.
8. Coached and mentored colleagues.
9. Worked with project management and sales departments to accomplish a full understanding of client’s situation.

OMNIENT CORPORATION, Blue Bell, PA (February 2000 – November 2000)

Information Architect

Clarified mission and vision for website while balancing needs of client with needs of audience. Specified how users will find information in site by defining organizational structure, navigation, labeling conventions, and searching systems. Translated business and communication concepts into functional, professional and creative solutions for web site.

Selected Accomplishments:

1. Worked with client to remodel a Java-rich application into HTML/ASP application.
2. Designed complex functional specification for partner vendor on a client project in a short period.
3. Determined what content and features each page on site will contain.
4. Mapped out how site will accommodate change and growth over time (scalability).
5. Worked closely with project managers, clients, art directors, graphic designers and programmers to build, test and implement content within a web-based framework.
6. Maintained a high standard of quality and direction throughout project.

DREXEL UNIVERSITY (College of Medicine), Philadelphia, PA (January 1995 - February 2000)

Web Developer

TeleEducation Center (June 1998 – February 2000)

Provided support for the National Medical Practice Knowledge Bank (NMPBK) project, funded by National Institutes of Standards and Technology (NIST) for the *Just-Enough Just-in-Time Education Project*.

Selected Accomplishments:

1. Built prototype for online multimedia lecture series for RealOne media player: Virtual Grand Rounds (<http://webcampus.med.drexel.edu/cme/vgr/>).
2. Developed and maintained database-driven (ASP) website.
3. Collaborated with Lead Investigators, Instructional Designer, and Video producer in smoothing the workflow of various teams.
4. Maintained confidentiality of workplace information according to policies and procedures of institution.

Program Coordinator

Hedwig van Ameringen Executive Leadership in Academic Medicine Program for Women (January 1995 - May 1998)

Facilitated organization, administration and operation of program. Coordinated and implemented program logistics. Developed efficient time-management systems.

Selected Accomplishments:

1. Streamlined the distribution, reception, and evaluation of candidate applications by initiating the office's transition from paper-based to electronic document distribution.
2. Demonstrated a thorough understanding of program policies in order to effectively communicate with individuals requesting information.
3. Reported problematic issues in a timely manner and amended them when appropriate.
4. Performed routine bookkeeping entries and assisted in preparing fiscal reports.
5. Maintained all files and databases.

PAINTED BRIDE ART CENTER, Philadelphia, PA (August 1992 - June 1994)

Audience Services Manager

Selected Accomplishments:

1. Supervised box office assistant, theater manager, and volunteers.
2. Maintained running knowledge of Painted Bride activities.
3. Managed all box office functions and operations.
4. Handled customer related issues.

EDUCATION

Information Technology Infrastructure Library (ITIL) Foundations, Certification (2001)
Vanderbilt University, Asynchronous Learning Network Web Design *Workshop*, Certification (1998)
Texas A&M University (Attended 1984 – 1988)
Holy Ghost Preparatory School

PERSONAL ACHIEVEMENTS

Published Works

1. *"The Poetics of Art Imitating Life Imitating Art,"* Semiotics 1997. C.W. Spinks and John Deely, eds. New York: Peter Lang, 1998, pp. 206-214. ISBN 0-8204-4406-5.
2. *"Mainstream Personal Identity, Marginal Identity Politics and the Fringe,"* Memory, History and Critique: European Identity at the Millennium. Frank Brinkhuis and Sascha Talmor, eds. Proceedings of the 6th International ISSEI Conference at the University for Humanist Studies, Utrecht, The Netherlands, August 1996. CD-ROM 1998. ISBN 90-73022-11-8.
3. *"Indigenous Identity: Of What are Art and Life Made?"* Memory, History and Critique: European Identity at the Millennium. Frank Brinkhuis and Sascha Talmor, eds. Proceedings of the 6th International ISSEI Conference at the University for Humanist Studies, Utrecht, The Netherlands, August 1996. CD-ROM 1998. ISBN 90-73022-11-8.
4. *"Living Within Multimanifestations,"* The European Legacy: Toward New Paradigms. Cambridge: MIT Press; Vol. 1, No. 4, July 1996, pp. 1387-1391.

Presentations

1. *THE CEREBRAL, VISCERAL AND THE COSMETIC: Austere and Alchemic Stature,* Gender and Body. Toronto, Canada: Semiotic Society of America 23rd Annual Meeting, October 15-18, 1998.
2. *ORAL HISTORY: Landmarks of a Tour(ist's) Guide,* Identity and Socially Constructed Realities: Identity in Transition. Tampere, Finland: Crossroads in Cultural Studies--2nd International Conference; June 28 - July 1, 1998.
3. *The Poetics of Art Imitating Life Imitating Art,* Modeling Natural Situations. Louisville, KY: Semiotic Society of America 22nd Annual Meeting, "Creativity;" October 23-26, 1997.
4. *Mainstream Personal Identity, Marginal Identity Politics and the Fringe,* The Politics of Culture. Utrecht, Netherlands: The 5th Conference of the International Society for the Study of European Ideas, "Memory, History and Critique: European Identity at the Millennium;" August 19-24, 1996.
5. *Indigenous Identity: Of What are Art and Life Made?* Territoriality and the Structuring of Cultural Identity. Utrecht, Netherlands: The 5th Conference of the International Society for the Study of European Ideas, "Memory, History and Critique: European Identity at the Millennium;" August 19-24, 1996.
6. *The Preservation of Fallibility in the Household and Contemporary Art,* Social Theory and Semiotics. Tampere, Finland: Crossroads in Cultural Studies--An International Conference; July 1-4, 1996.
7. *Living Within Multimanifestations,* European Identity and the Others. Graz, Austria: The 4th Conference of the International Society for the Study of European Ideas, "The European Legacy: Toward New Paradigms;" August 22-27, 1994.

These works can be found online at www.multifest.com/essays.