

EXPERIENCE

MATERIALS DEVELOPER/WEB DESIGNER

ETR Associates – Scotts Valley, California (2008-present)

- Designs and maintains websites for DASH and DRH Projects.
- Formats, proof reads and uploads new content for “Project” websites.
- Regularly identifies and drafts new content for Project websites under the direction of the Project Coordinator.
- Assists in the design and delivery of Project webinars and other virtual education events.
- Stays up-to-date on the current approaches and developing advances related to the development and use websites and webinars for educational purposes.
- Assists as needed in writing of new web site content.
- Administrates and maintains all Project listservs.
- Conceptualizes, designs, and formats print and visual materials for the promotion, marketing and delivery of trainings, conferences, meetings, and other events and/or products for the DASH and DRH Projects.
- Designs graphics and formats curricula and manuals produced for the DASH and DRH Projects. Supervises and coordinates production of those materials.
- Supervises the production and delivery of print, visual and on-line materials developed by and/or purchased from sub-contractors.
- Assists as needed with the preparation of program reports, grant applications, scopes of work, and evaluation/tracking activities.
- Develops production timelines for Project products.
- Coordinates the logistics for two training events per year including securing meeting space needs, audio visual needs, lodging, meals, and travel arrangements for staff and participants.
- Participate in Project task and timeline planning.
- Draft contracts and processes reimbursements for project consultants.
- Disseminates registration information for two trainings annually including announcements and confirmation packets.
- Provide onsite registration and support at two training events a year.
- Develop procedures and protocols for training logistics.
- Attend trainings when required.

PROJECT COORDINATOR

ETR Associates – Scotts Valley, California (2006-2008)

Promoted with salary and title change—kept logistic and graphic duties and added the following duties:

- Manages the day-to-day operations of the Project
- Drafts contracts for project consultants
- Disseminates registration information for training and conference attendees including announcements and confirmation packets.
- Create and maintains database for tracking of training participants and documenting evaluation data
- Develops procedures and protocols for training logistics and support tasks
- Develops production timelines for Project products

- Develops procedures and follows timeline for implementation of project goals
- Works with other agency and department staff to achieve project goals
- Participates in Project task and timeline planning
- Maintains quality assurance records in collaboration with Project Evaluator
- Develops and disseminates needs assessments
- Maintains Project Advisory Committee
- Participate in regular communications with CDC/DASH
- Implement the Project monitoring and evaluation activities.

LOGISTICS & GRAPHICS SPECIALIST

ETR Associates – Scotts Valley, California (2002-2006)

- Negotiates and implements all training and conference logistics including securing meeting space needs, audio visual needs, lodging, meals, and travel arrangements for staff and participants.
- Processes bills, invoices, purchase orders, expense reports, check requests, etc. for all trainings and meetings
- Provides onsite registration and support at trainings and conferences
- Processes and maintains appropriate records for CHES credit.
- Designs and lays out training designs, marketing materials, and participant materials
- Provides information and leadership in the area of design and communicates that knowledge to the team for the purpose of developing high quality products
- Provides production support during proposal writing, including assistance with the preparation and laying out of proposals, budgets and reports
- Organizes, maintains, and archives project files
- Conduct literature searches for training department and grant proposals
- Attends agency, division, department and project meetings
- Provides backup to webmaster when needed

PRODUCTION COORDINATOR/GRAPHIC ARTIST

Jewish Community Federation of San Francisco, the Peninsula, Marin and Sonoma Counties – San Francisco, California (1999-2001)

Promoted with salary and title change—kept administrative duties and added the following duties:

- Managed projects from concept to final printing while working closely with the client, service bureau and printer
- Designed, laid-out, and produced the three primary publications of JCF, as well as sales and promotional projects (i.e., brochures and pamphlets) and related activities (invitations) using QuarkXpress, PageMaker, Illustrator and Photoshop
- Produced for publication all announcements and advertisements for local and national media
- Prepared PowerPoint presentations for all departments

MARKETING ASSISTANT

Jewish Community Federation of San Francisco, the Peninsula, Marin and Sonoma Counties – San Francisco, California (1999-1999)

- Directly supported marketing staff in a fast paced, challenging environment, including proofreading, faxing, photocopying, and meeting arrangements
- Created small and bulk direct mailings using mail merge, excel, access and word
- Drafted correspondence using MS word and Outlook
- Maintained and catalogued photo archive of over 100,000 pictures and kept track of all inventory of stationary, catalogs, brochures, and envelopes
- Provided and coordinated satellite TV broadcast link support, including generating correspondence via email to advertise the event
- Produced cost analysis for marketing projects
- Administered all marketing accounts payable for the JCF
- Updated and maintained website and central events calendars daily

SKILLS

Windows PC	Macintosh	Desktop Publishing
Production	Travel Planning	Graphics Production
Editing	HTML	Photo Imaging

PROGRAMS

MS Word	MS Publisher	Adobe Illustrator	Flash
MS Excel	MS Frontpage	Adobe Photoshop	Dreamweaver
MS Access	MS Outlook	Adobe InDesign	Endnote
MS PowerPoint		Adobe Acrobat	Navision
		Adobe Pagemaker	QuarkXpress

VOLUNTEER WORK

- Organized AIDS Awareness week at the University of Judaism – planned activities with AIDS Project LA and arranged for the AIDS quilt to be viewed, 1995
- Worked closely with the mayor of Daly City to develop and open the Daly City Teen Center in 1993-'95
- Accredited by WASC, Western Association of Schools and Colleges
- Donate food to the River Street Homeless Shelter

ACADEMIC ACHIEVEMENTS

Bachelor of Arts in Bioethics, May 1999 • American Jewish University, (formerly the University of Judaism) • Bel Air, California

- Leadership Scholar
- Associated Students of the University of Judaism
 - Freshman Senator, 1995-1996
 - Academic Senator, 1997-1998
 - Senior Senator, 1998-1999
- Bioethics Association President, 1996-1997
- College of San Mateo, San Mateo, CA: Photoshop I & II, Illustrator I & II, QuarkXpress I & II, Flash I
- Cabrillo College, Flash for web design