

## EXPERIENCE

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### 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