



## EDUCATION

**Diploma**, Web Design, Art Institute of Pittsburgh–Online Division; 2009.

**Certificate**, Adobe InDesign, Harrisburg Area Community College, Harrisburg, PA; 2006.

**MS**, College of Information Studies, Drexel University, Philadelphia, PA; 1984.

**BA**, Dickinson College, Carlisle, PA, cum laud; 1982.

## DESIGN

Freelance web and print design. 2006–present.

Web clients include:

Lend A Hand. Non-profit disaster relief agency. Complete web site redesign. 2009.

Pine Street Presbyterian Church. Complete web site redesign 2008.

Capital Piano Trio. Musical ensemble. New web site. 2007.

Print publications include:

*Recipes & Remembrances*, 1st place national award winner, Morris Publications 2009 Community Cookbook Award. 2008.

*A Willing Heart: The Life Story of H. Robert Davis*, Self-published. 143 pages with photographs, section headings, table of contents and index. 2008.

*A Birthplace and Nursery for Multitudes of Souls*. Self-published. 70 pages with photographs, section headings, table of contents, and index. 2007.

## PROJECT PLANNING & MANAGEMENT

**Chair, Web Site Committee**. Pine Street Presbyterian Church. 2008–present.

Conducted needs assessment of church staff and members to determine scope and design of church web site. Developed and implemented design based on user testing and feedback.

**Chair, Publication & Printing Committee**, Pine Street Presbyterian Church 150th Anniversary Task Force. 2006–2008

Designed and published commemorative materials including books, booklets, and brochures.

**Junior Data Administrator**. Volvo North America, Rockleigh, NJ. 1984–1987.

Performed analysis of user requirements and their impact on existing systems using structured analysis techniques in preparation for online dealer order system. Assisted the Data Administration Manager in normalization and in creating logical data models.

## **TRAINING**

**Chair, PTO Library Committee.** Highland Elementary School, Camp Hill, PA. 2000–2003.

Coordinated and trained committee of 10-15 volunteers to assist with school library duties.

**Higher Education Representative.** Sunrise Computers, Chambersburg, PA. 1987-1989.

Developed and supported educational computer accounts for colleges within a 75 mile radius. Organized and presented computer hardware and software demonstrations and sales events on area campuses. Developed advertisements, flyers, and brochures for campus computer sales. Performed basic orientation for campus Macintosh users. Provided information and advice on the development and implementation of campus computer networks and the integration of mainframe computers, Macintosh, Apple //, and MS-DOS personal computers into these networks.

## **SOFTWARE & LANGUAGES**

Adobe Creative Suite

InDesign

Dreamweaver

PhotoShop

AdobeIllustrator

Flash

Languages

HTML

CSS

JavaScript

ActionScript 3.0

SQL

## **REFERENCES & PORTFOLIO**

Available upon request.