

KAREN DAY

OBJECTIVE

I would like to work part-time or full-time in an office environment that allows me to use my skills to enhance inter-office communications and website creation/maintenance.

SUMMARY OF QUALIFICATIONS

Windows 95, 98, 2000 & XP Home and Professional & Vista

Adobe Photoshop CS, Adobe Illustrator CS, Adobe Acrobat 7, Quickbooks, Microsoft Office including Word, Excel, Powerpoint, Outlook and Access (database management).

WORK EXPERIENCE

January 1998 – Present

Simple by Design – www.simplebydesign.com

[Santa Cruz, California and Pueblo, Colorado]

Web Producer, Internet Consultant and Search Engine Optimization Specialist

- On a part-time/full-time contract basis provide small companies with an on-ramp to the World Wide Web. Design project maps, graphics on demand, photo imaging and creating site templates to be used for the transition of print media collateral to the web environment. Also provide computer, software support and basic networking for small business and home offices.

October 2006 – June 2008

Pueblo Downtown Association

www.pueblodowntown.com & www.artandsoul-pueblo.org

[Pueblo, Colorado]

Office Manager, Web Master

- A part-time office manager position for this not for profit organization. I created the websites listed above and will continue to maintain them after my position ends. Responsible for calling all member monthly to gather attendance numbers for meetings, billing, membership renewals, newsletter labels, etc.

August 2004 – Present

Notes & Strings Music Flash Cards – www.notesnstrings.com

[Pueblo, Colorado]

Customer Service, Sales, Marketing, Production & Fulfillment

- Responsible for adding customers and orders to Quickbooks, creation of flash cards, shipping and receiving, managing file, phones, updating of website and overall office management.

November 2002 – April 2004

Southeastern Colorado AHEC – www.secahec.org

[Pueblo, Colorado]

Electronic Information Specialist

- This part-time position included file server administration, troubleshooting of office workstations, printers and network printers, Access DB maintenance, mail merge and import/export of various records using macros and filters. Work closely with the Education Officer and Director to develop content for online classes, brochures and other marketing collateral to promote classes and programs. Mail list management; Telephone calls to class attendees and teachers.

February 2002 – September 2002

Journeyworks Publishing
[Santa Cruz, California]

Customer Service and Data Entry

- Responsible for adding customers to the database, managing files and phones.

April 2000 – May 2001 Web Producer, LuxN, Inc

[Sunnyvale, California]

Web Producer

- Responsible for the look and feel of the existing site. Created special Flash animations for company social gatherings, banner ads and animated graphics. Database creation and management.

November 1997 – October 1998

Web Communications – www.WebCom.com
[Santa Cruz, California]

Technical Support Representative

- TS1 work included on-line telephone technical support and customer service; provided timely email responses to technical questions; developed FAQs databases.

EDUCATION

1992 – 1994

Regis University

Colorado Springs, CO

BS/Computer Science

- Completed coursework in computer science with mathematics minor. Also completed coursework in science, philosophy, history and business marketing. Bachelor of Sciences Degree 1994 in the Jesuit tradition.

MILITARY EXPERIENCE

October 1985 – May 1989

US Army

Technical Drafting Specialist

- A member of the Armed Forces with stations in Seoul, Korea, Colorado, and Honduras. Performed many duties in S-3 Operations/Engineering Battalions, including drafting training sites, maps, and work stations. Happily and honorably discharged May 8, 1989.

REFERENCES

Available upon request.