

Technology, Communication & Project Management

In general, we know a person is greater than the sum of their personality profiles and certifications. I am a pleasant, self-directed, empathetic and intelligent individual who empowers others on the team to pursue the consensus of their personal values and team goals. I am feminist and strive to enable egalitarian human relationships.

Goals

- Seeking to put my considerable experience and expertise in web and print publishing software to support communication projects on a part-time basis
- Am looking for a position to accomplish the mission goals through technology management, electronic publishing and project management
- Through team empowering, adroit project management and astute use of front-edge technology, I am seeking a position where excellence is the expectation
- Seeking to use my project management training to provide measured and documented improvement toward a strategic plan

Technical Skills

- Since moving out to California, used my life-long career experiences in technology to help small non-profits and individuals with their electronic and print publications
- Recently have helped a non-profit create their website to save the choral trees in Brentwood, CA and helped a children's writer use technology for her publishing efforts
- I've several books on Amazon's Kindle's Direct Publishing Site (See [FBN Site](#)).
- In *Adobe Creative Suite*, produced annual reports, newsletters, ads, interactive websites with video presentations and social media, saving outsourced expenditures and time
- In every work context, I've produced how-to manuals for colleagues needing clearly written how-to instructions written for humans with software screen shots
- I consult with and train with small companies to efficiently use the latest technology for the lowest cost
- As a former Six Sigma Green Belt Project Manager, I led the non-profit Social Services Preventive Services to make a 90% improvement, saving over \$33,000 in staff overtime and preserving a 1 million dollar contract as well as achieving their Six-Sigma certification
- In the same non-profit, I led the Housing & Community Development Division in improvement to preserve five contracts equaling \$275,000
- As network administrator, have overseen a successful migration from multiple NT server LANS to a centrally administered WAN and helped another non-profit network all their divisions using Dropbox servers for free
- Have used *Viseo*, *Project* and *Excel* to not only outline technical projects but also event fundraising projects, bringing on-time results while significantly reducing surprises
- Successfully created a client-focused customer service environment – supporting all users of Microsoft Office software

Production Software Skills

Adobe Creative Suite: Dreamweaver, InDesign, Photoshop, Acrobat Professional; Microsoft 365 Suite: Microsoft Word (Microsoft certified expert), MS Project, Access, Excel, PowerPoint; TechSmith's Camtasia Studio Video Editing; Blackboard CourseInfo; EmailMeForm (for online email-able forms), GrSites.com web scripting and SnagIt screen capture for documentation. As a former Network Administrator, managed a Windows 2003 Server (and Active Directory) and a MS Exchange Server 07. In previous legacy environments taught and supported Adobe PageMaker, Corel Ventura Publisher and WordPerfect.

Education & Training (see <http://www.FlyByNightPublishing.com/Training.pdf>)

Professional Experience

Helped in typesetting a local author’s children’s book (in *InDesign* and *Photoshop* for CreateSpace) and provided the technology to bring about the “look inside” feature for her second children’s book.

In 2018

Created a non-profit’s website to advance the cause of saving the coral trees in Brentwood California.

Author of “Jesus, Feminism and You” in 2017 and “The Two Gifts” in 2016

Damon College, Amherst, NY: Website creator for “World On Your Plate” initiative 8/15-1986

Canopy of Neighbors, Buffalo, NY Interim Executive Director (part time) 10/13– 4/15

- Managed operations of the non-profit organization including, Volunteer Coordinator, events, fundraising, billing and correspondence; reporting to the Board of Directors.
- Managed the organization’s website which includes member management, creation and posting of videos and other website content.
- Setup and maintained company network and all related computers, software and support.

Buffalo Intelligent Technology Systems, (BITS) Buffalo, NY 01/13– 07/13

- Technical support for Buffalo Intelligent Technology Systems and for Snyder Corporation.
- Maintained and monitored BITS’s SmarterTrack help desk portal and creation and publication of all supporting Deerfield and MedBatch software documentation for users.
- Served as the first-call 24/7 phone support for supporting Snyder Corporation's MASH Emergent Care clinics around Western New York as well as Snyder Corporation internal departments.

Buffalo Urban League, Buffalo, NY: Tech. & Com. Coord.; Netwk. Admin. 03/03– 12/12

- Administrating Windows 2003 File & Print Servers, 2007 Exchange Email, Citrix Servers and thin clients; supporting all Microsoft software and 60 cellular phones
- Project Management and Six Sigma Coordinator of company’s ongoing events
- Company print and web publications such as newsletter, ads, forms, flyers, how-to documentation, the Annual Reports and multiple websites for the League and affiliates

Fly By Night Publishing, Buffalo, NY and Los Angeles, CA: Owner & Operator 02–Present

BETC (Buffalo Employment and Training Center), Buffalo, NY Computer Instructor 02–03

Sprint PCS (Customer Support) through Telespectrum Worldwide, Buffalo, N.Y 02–02

Maryvale Drive Presbyterian Church (Cheektowaga, NY) Minister 97–02

University at SUNY, Amherst, NY Visiting Lecturer/Instructor in Classics Department 00–01

Buffalo Ford (Stamping Plant), Blasdell, NY Part-Time Contractor for Project Department 97–97

Barrister Information Systems, Buffalo, NY *Javelin* PM for installation & training 95–96

New Horizons Computer Learning Center, Amherst, NY :Microsoft, Lotus @ Corel suites 94–95

Software Instructor at Computer City, Amherst, NY :Microsoft, Lotus @ Corel suites 94–94

Blue Cross ProServ Division, Buffalo, NY Contract Desktop Publishing & Documentation 93–93

University Presbyterian Church, Buffalo, NY: Interim Minister 92–93

WIVB-TV, Buffalo, NY: Marketing Coordinator 89–92

PCI, Amherst, NY: Director of Marketing & Advertising 88–89

Quest Computer Systems, Amherst, NY: Director of Marketing & Advertising 87–88

Deerhurst Presbyterian Church, Kenmore, NY: Minister 80–87

Wright’s Corners Presbyterian Church, Lockport, NY: Minister 75–80

This document available in multiple formats at: <http://www.Siddons.us>