

SKILLS

Copy writing and editing; meeting facilitation; conflict resolution; graphic design and document production; web site design; computer programming; non-profit data collection and evaluation; network administration; statistical analysis; customer service and solutions

SOFTWARE: Windows 98/2000/XT; DOS; Mac OS 8.1-10; UNIX; Adobe PageMaker; Adobe Illustrator; Adobe PhotoShop; Adobe Acrobat; Macromedia Flash 5.0; Maple; MATLAB; Microsoft Word; Microsoft Access; Microsoft PowerPoint; Microsoft Outlook; Microsoft Excel; Quark Xpress

EDUCATION

BA in Journalism and Computer Science	Overall GPA:	3.38
Indiana University in Bloomington	Journalism GPA:	3.47
August, 2003	Computer Science GPA:	3.60

2001-2003: Finished final degree requirements through transfer and independent study

2000-2001: IU Residence Scholar

1998-2001: Indiana University Faculty Award

1998: Woodrow Wilson High School graduate (Portland, OR); GPA: 3.64

Honors: Academic All-Stars; Publications Award; Traditional Honors; Academic Letter; President's Educational Fitness Award; Oregon High Honors

EXPERIENCE

CURRENT: Friends of the Children – 44 NE Morris Street – Portland, OR
AmeriCorps*VISTA Research and Analysis Assistant
Work with chapters to facilitate the outside evaluation of existing data and implement solutions. Assess, solve and document complications related to the conversion of current chapter data to a centralized national database.

2003-2005: FedEx Kinko's – 221 SW Alder Street – Portland, OR
Retail Consultant/Production Operator/Key Operator
Responsible for all types of production, quality assurance and customer solutions

2003-2004: Community Cycling Center – 1700 NE Alberta Street – Portland, OR
Volunteer
Aid in bicycle recycling, grant related research and children's Holiday Bike Drive

1999-2003: Freelance writer, researcher, web designer and computer consultant
Clients: William Wilson Architects PC; Google Answers Researcher

1998-1999: Indiana Daily Student – Bloomington, IN (circ. 17,000)
Campus Desk Reporter