

## EXPERIENCE

### Nimlok Company

Webmaster

January 2007 – present

- Manage and maintain 85 Web sites, including
  - Company's U.S. and Canadian sites: <http://www.nimlok.com> and <http://www.nimlok.ca>.
  - Partners' (resellers') sites: such <http://www.nimlok-chicago.com>.
  - Internal site with electronic order forms: not public.
- Designed and developed first online sales tool for company (*language: ASP.NET C#*).
- Oversee 160 domains; acquire new domains as partners sign on.
- Edit, design, and send electronic communications, including:
  - Internal newsletter — about 100 issues per year to more than 800 subscribers.
  - End-client "Tips" messages and newsletters — monthly to more than 5,000 subscribers.
  - Webcast announcements — quarterly to more than 100,000 users.
- Coordinate with external provider to ensure consistent e-mail and Web hosting service; act as primary technology support contact for partners.
- Coordinate with development, design, and search engine optimization consultants to redesign and enhance site.
- Monitor search engine optimization to increase ranking, improve site design, and create management reports.
- Consult with partners and marketing team regarding technical issues.

### Fire Arts Center of Chicago

Volunteer Board Member, Webmaster, and Foundry Assistant

May 2005 – present

- Help plan strategy and logistics for non-profit arts education center.
- Design and maintain Web site: <http://www.firearts.org> (*currently redesigning*).
- Develop online donation tool as well as online payment options for potential donors/students.
- Develop blog content to increase web presence.
- Maintain e-mail accounts for board members and teachers.
- Assist with teaching foundry classes; help students with sculpture, casting, welding, and other techniques.

### Northwestern University Library

Interlibrary Loan – Library Assistant

January 2005 – January 2007

- Fulfilled as many as 100 external requests per day with particular emphasis on managing copies of periodicals.
- Researched requests using databases and catalogues; included any media type from locations worldwide.
- Acted as department resource for distilling statistics so data is useful, actionable, and presentable.
- Took own initiative to develop fiscal year statistics and to present to Africana collection curator; this helped justify need for greater resource allocation.
- Trained student workers to use scanners and data-transfer software to produce and transmit files.

Northwestern University Library Staff Association (NULSA) – Vice-President

- Assisted with the rebuilding of NULSA to act as a representative body for its members.
- Facilitated communication between library administration, and both exempt and non-exempt staff.

## EDUCATION

### Pennsylvania State University, University Park, PA

Graduate Study, Art History (Senegal and Performance Art)

August 2002 – May 2004

### Creighton University, Omaha, NE

B.A. Art History and B.A. Theology, Magna Cum Laude

August 1996 – May 2001

## PUBLICATIONS AND SKILLS

**Recent Training:** Developing ASP.NET applications using Visual Studio 2005 (June 2007)

**Software Experience:**

- Web and desktop design, including HTML, XHTML, CSS, JavaScript, ASP.NET (C# and VB) and PHP.
- Design/development software, including Dreamweaver 8, Visual Studios 2005, Adobe CS2 (Photoshop, Illustrator, InDesign, and Image Ready), SQL Server Management Studio.
- Database experience with Microsoft Access, Microsoft SQL, MySQL, and Filemaker Pro.
- Website optimization tools, including ClickTracks and Google Analytics (connected to Google AdWords).
- Other online software experience includes Movable Type, Wordpress, WebCalendar, and Coppermine Gallery.