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TECHNOLOGY *and* CONTENT STRATEGY *for* WEBSITES

SCHOLASTIC INC. *educational publisher*

Senior Web Producer (2012–PRESENT) for Corporate Communications: Full-stack Drupal administration; information architecture and content strategy for customer-facing websites promoting corporate initiatives; front-end development.

Intranet Producer (2000–2009) for Internal Communications: Supervise expansion and maintenance of newly-launched corporate Intranet including content strategy, information architecture, technical design; work with Scholastic.com team to mix internal and external content across publishing systems; deploy Drupal and other content management systems; keep code specs current with evolving HTML, CSS and mark-up standards; code pages.

Freelance consultant (1998–99) to Corporate Graphics Systems: Code templates and ASP pages for intranet launch; buy, configure and maintain workstations for thirty prepress operators and other users; configure and maintain server hardware/software and client software for various network applications such as database, back-up, scheduling, workflow; design and manage print-to-HTML content conversion projects.

Technology Manager (1997) for Instructional Publishing Group: Supervise technical staff of five providing support for approximately 250 users; deploy and maintain email, file and print servers; plan and implement archiving procedures for finished project files and data.

Freelance consultant (1996): Tech support; DTP templating and troubleshooting; purchase and manage hardware and software.

FREELANCE CONSULTANT 2009–2012

Web site design and coding for non-profit and corporate clients; home and small office computer consulting including server and database configuration, networking and other services.

MICROPAGE INC. *prepress and production*

Production Manager (1995–96): Design templates, art specs, workflow and tracking for large page creation projects (generally one to 3,000 one- to four-color pages per project); serve as main client contact.

Color Room Manager (1993–94): Supervise staff of eight involved in color film production, from scan to film and proof. Responsible for all aspects of accurate color reproduction.

**MANHATTAN COLOR GRAPHICS /
COLORWHEEL INC.** *commercial printer*

Mac Department Manager (1993): Schedule, track and bill in-house service bureau work; supervise operators and production techniques.

Mac Department Technology Manager (1992): Configure and maintain workstations, server storage and back-up; production work.

USERFRIENDLY NYC INC. *desktop publishing*

Production Manager (1991): Estimate, track and produce desktop publishing jobs

Store Manager (1990): Manage daily operations including customers, staff, registers and billing.

HAMPSHIRE COLLEGE *Amherst, Mass.*

Bachelor of Arts (1990): Concentration in molecular genetics. Final lab project “A Comparison of Frankia and Rhizobium Nodulation Genes.” Also studied bioethics, science history, percussion.