



- Determine user needs for client applications. Attend fact gathering sessions, access and retrieve data, and analyze problems. Draft specifications.
- Technical project leadership experience, supervisory and project management skills, including the ability to train others in web-related skills
- Manage and perform web site editorial activities including research, gathering, and writing content
- Design, produce, and send weekly HTML email newsletter
- Supervise student interns
- Demonstrated ability to work both independently, and as part of a collaborative team
- Strong familiarity with standard web scripting languages, database integration, web server requirements and cross-platform, multi-browser compatibility issues
- Use sound usability practices, user interface design, accessibility (508)
- Strong organizational skills, customer and interpersonal relationship skills, and proven customer service orientation

2002 – 2006

UW – Department of Health Services

Seattle, WA

Program Coordinator – Social and Behavioral Sciences Program, Biobehavioral Cancer Prevention and Control Program, Health Services Research Program, and Occupational Health Program

- Responsible for budgets, expenditures, and reconciliations
- Respond to or direct inquiries from fellows, faculty and grant sponsors pertaining to policy and procedures of graduate and post graduate training programs
- Maintain event calendars, schedule meetings, take and distribute meeting minutes.
- Plan and organize events for graduation ceremonies, including catering, music, reservations, and liquor licenses.
- Attend site visits for accreditation; work with outside vendors and internal departments to assist in securing event logistics such as catering, parking, student musicians, and photography.
- Update invitation and address lists; produce labels; merge letters; prepare invitations, envelopes, nametags, thank you letters; and record event attendance. Handle RSVPs and respond to telephone and e-mail inquiries about events.
- Design and create database reports; maintain the Access project tracking database, create Excel spreadsheets
- Interact with the NIH and other internal and federal agency administrative personnel to facilitate goals of the federal agency and the graduate training programs
- Monitor, reconcile, and approve expenditures on program operating budgets
- Manage all travel, purchasing, and petty cash paperwork, manage travel arrangements for faculty and fellows
- Project budget for grant proposal's annual and five year expenses
- Plan and coordinate periodic meetings and other events that support the unit
- Coordinate the training program's 5-year renewal process according to NIH and NSF, including OSP's Sage online grant submission process
- Design, develop, and maintain web sites, create advertising graphics and materials for the web and print
- Manage the administrative process for the addition of new students and fellows per grad school and funding sponsor's requirements
- Compose and prepare periodic and annual reports to grant sponsors and other funding agencies
- Provide summary reports to faculty, Fred Hutchinson affiliates, and funding sponsors
- Hire and supervise temporary student assistants and UW temps for hourly help as needed in the training programs
- Make editing contributions and coordinate production of program reports, brochures, etc., as assigned
- Plan and execute program events, including workshops, student orientations, graduation, and other events and activities, take meeting minutes
- Draft, edit and finalize all policy and procedure handbooks for print and web publication
- Strong organizational skills, customer and interpersonal relationship skills, and proven customer service orientation

2000 – 2002

Portent Interactive

Seattle, WA

Web Producer

- Populated website content using Textpad, and in-house Content Management System

1998 - 2000

UW – College of Engineering

Seattle, WA

## Secretary Senior – Development

- Administered multiple shared filing systems
- Maintained highly confidential donor files
- Supervised temporary and student helpers

1991 – 1997

UW – Facilities Services

Seattle, WA

Program Coordinator

- Served as liaison between the Engineer, Consultants, and the Project Managers of Capital Projects units and other University units on issues of operations, policies, planning, and all program projects. Transmit assignments and request status information, oversight of university's Asbestos Maintenance Contractor
- Managed archival of project documents, interpreted and applied asbestos removal policies and procedures

## SPECIAL SKILLS

- Microsoft: Office Suite 2007, XP, Publisher
- Adobe: Creative Suite CS3
- Code: XHTML, DHTML, CSS, Server-side Includes, PHP and JavaScript (editing only)
- Open source: Textpad, Xenu, UNIX, MyPHP, FileZilla, FTP
- Hardware: Scanners, digital cameras, PC, CD-ROM recording, familiar with a Mac
- SEO: Search Engine Optimization using Google Webmaster Tools, Google Analytics, Yahoo, MSN Live
- Browser capability standard, understanding of W3C standards-based design and practices

## OTHER PROJECTS AND INTERESTS

2008 Seeds of Compassion – The Dalai Lama Conference 2008, Seattle  
Web editor: <http://wiki.seedsofcompassion.org/>

1999 – 2007 <http://www.medievaltailor.com> – owner and teacher

- Create online demos illustrating the construction and materials needed to make women's 14<sup>th</sup> century European reproduction clothing
- Teaching full day workshops on pattern making with a dress up demo and lecture
- Workshops on 14<sup>th</sup> century women's clothing, and how to construct specific garments based on solid archaeological research

1995 – present Community service work, textile art, history, reading, walking, travel