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TECHNICAL SKILLS:

Applications:

Content Management Systems (CMS), Association Management Systems (AMS)
WordPress, vBulletin, AbleCommerce, MailChimp
Microsoft: Word, Excel, Powerpoint, Access
Adobe: Acrobat, Photoshop, PageMaker, Lightroom
Social Media: Facebook, Twitter, Google+

Programming:

HTML, CSS

QUALIFICATION SUMMARY:

- 19-year track record of successfully designing, implementing and maintaining a diverse range of websites
- 19-year track record of effectively managing budgets and juggling multiple, concurrent deadlines
- Solid knowledge of HTML and CSS languages
- Profitable history of vendor relations

WORK EXPERIENCE:

02/04 – present **American Immigration Lawyers Association** Washington, DC

Manger of Online Services (01/11 - present)

- Content and technology management of online presence including 21,000 document research website, message board, wiki, blogs, Google Search Appliance
- Member of a four person team that is responsible for all major technology projects. Responsible for the online requirements for development/testing/deployment aspects. Projects include:
 - Upgraded custom AMS
 - Integrated single storefront website which manages products from 4 vendors including conference registrations, conference recordings, publications and merchandise
 - Upgraded immigration research database project
 - Database to collect attorney inquiries related to their cases
 - Mobile version of main website and associated properties
- Project manager for development and deployment of MediaWiki private wiki and upgraded vBulletin message board
- Trainer (in person, online and support documentation) for all staff and association members and regarding website usage, online technology, content management and html
- Analyze and create report on statistics of all online properties
- Supervise Website Specialist position

Senior Web Associate (07/07 - 12/10)

- Developed technical training materials for membership and staff
- Managed conversion of message board to new software and training of membership
- User support and education for website usage and research methods.
- Deployed two WordPress blogs and trained users
- Created social media presence including Facebook and Twitter
- Designed HTML emails and trained staff on how to code them
- Maintained website for the American Immigration Law Foundation (now American Immigration Council)
- Project manager for vendor change and switch to virtual environment which increased capacity and decreased hosting fees by 30%

Webmaster (02/04 - 06/07)

- Managed the addition of content to research database website
- User support and education for members in national organization
- Designed and maintained monthly organization intranet

09/99 – 07/03

Cohen, Milstein, Hausfeld & Toll P.L.L.C.
Webmaster

Washington, DC

- Planned and implemented all aspects of a multi-city law firm website
- Developed and maintained budget and scope of multi-layered web site and all software needs
- Created written text for web site and newsletters, including case summaries, notices and reporting of securities class notices
- Spearheaded, designed and maintained monthly firm-wide newsletter
- Monitored news outlets for coverage of firm and firm's cases
- Promoted from part-time Website Editor to full time Webmaster

1993 – Present **Freelance Web Designer/Webmaster**

Buffalo, NY/Washington, DC/Alexandria, VA

- Design, create and execute all technical and graphic aspects of websites for businesses, non-profits and professionals
- Maintain content, implement new technologies and user response for websites
- Implement optimized high search engine placement.
- Construct and manage budget for hosting, design, implementation and maintenance of web sites and necessary software
- Own and administer various news oriented mailing lists
- Administer hosting needs for websites and file storage
- Monitor news outlets for coverage of clients and their activities
- Manage social media presence and outreach projects
- Client websites include(d)
 - Todd Eldredge, Brian Orser, Jeff Butte, John Zimmerman - Olympic athletes (2000-present)
 - ABA/LSD Vision Task Force (1998) - lawyers research task force.
 - Circle Family Care (2004-2005) – Non-profit health care organization
 - SkateMates (2005-06) - small family owned merchandiser

EDUCATION:

George Washington University Law School Washington, DC
Juris Doctor

**State University of New York – College of
Environmental Science & Forestry** Syracuse, NY
Bachelor of Science, *Magna Cum Laude*, Environmental Science

AFFILIATIONS/MEMBERSHIPS:

NTEN - Nonprofit Technical Network
Virginia State Bar – Admitted to practice 11/1/99