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## EDUCATION

**Clarkson University Potsdam, NY** December 2007  
Bachelor of Science in Communication & Media (3.43 GPA), Minor in Business Administration.

## SKILLS

**API** Facebook, Google Maps, Twitter

**Desktop Applications** Adobe Dreamweaver, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe Premiere, Final Cut Pro, IBM Websphere Business Modeler, Lotus Notes (7.0, 8.0, 8.5), Microsoft Office, Quark Express, SAP R/3

**Languages** CSS, DITA XML, XHTML, JavaScript, jQuery, PHP, SQL, XSLT

**Operating Systems** Linux, Mac OS X, Windows XP

**Web Applications** Apache Server 2.2, Drupal 6, Google Apps for Business, MySQL 5.0, PHPMyAdmin, Wordpress 2.9

## WORK EXPERIENCE

**Brooklyn Digital Foundry Brooklyn, NY** July 2009 – Present

- Lead Project Coordinator; Establish project timelines, manage workflow to meet deadlines, field client requests.
- Architect of website backend using proprietary **CMS** built with **PHP** and **MySQL**.
- Responsible for identifying areas for improvement within **CMS**, administering tasks to colleagues, and monitoring progress.
- Assist website front-end construction using **XHTML**, **CSS**, **JavaScript**, and **jQuery**.

**IBM Global Business Services New York, NY** Feb 2008 – Apr 2009

- Package Solution Consultant; Worked with clients to redesign and solution architect supply-chain processes for large-scale **ERP** implementations specifically using **SAP**.
- Used **Confluence enterprise wiki** to track project progress and interact with other project members.
- Headed implementation of Confluence wiki for improved communication during IBM's own global **SAP** implementation.

**IBM Cambridge, MA** (Summer internship; while attending Clarkson U. in fall) Jun – Dec 2007

- Created interactive, customer-focused wikis for IBM Lotus products.
- Utilized **HTML**, **CSS**, and **Confluence enterprise wiki** mark-up in constructing wikis.
- Wikis are used to interact with customers through web forms and article comments.
- Wikis allow customers to customize product documentation and suggest best practices.

**IBM Austin, TX** (Summer internship; while attending Clarkson U. in fall) Jun 2006 – Feb 2007

- Deliver dynamically-customized, technical information using a form-based interview process.
- Develop GUI for interview using **HTML**, **CSS**, **JavaScript**, and **Adobe Photoshop**.
- Tag and organize technical data using **DITA XML** for inclusion in interview results.
- Use **XSLT** to transform **DITA XML** into **HTML** for end user.
- Utilized **Confluence enterprise wiki** to track project progress and interact with stakeholders.

**Clarkson University Web Team Potsdam, NY** (While attending Clarkson U.) 2005 – 2006

- Worked with University professionals to create and update University web pages.
- Web page editing included using **HTML**, **CSS**, and **JavaScript**.
- Used Dreamweaver as Source Code Management system.

## ADDITIONAL INFORMATION

**New York Digital District (NYDD)** Member of establishing group

- Contributing member of group working to establish DUMBO, Brooklyn, NY as New York's Digital District.

- Craft NYDD's web, media, and communication strategies in weekly meetings.

**Digital DUMBO** Member of organization committee

- Assist in organizing monthly Digital DUMBO event, bringing together New York's digital industry members for showcases and networking opportunities.
- Craft Digital DUMBO's web strategy in weekly meetings.

**Clarkson University Alumni Council**

Sep 2008 – Present

- Attend bi-annual meetings to make important University decisions surrounding campus life, campus programs, and financial donations by the Council.
- Increase alumni participation in New York City-based University events.

**Clarkson University Admission to Alumni Liaison** *New York, NY*

Sep 2008 – Present

- Assist Clarkson University Admission office in staffing local events with University alumni.
- Increase alumni participation in local admission-focused University events including off-campus interviews and college fairs.

**Content Management Strategies / DITA North America Conference** *Boston, MA* March 2007

- Co-presented successes of IBM (Austin, TX) project; delivering dynamically customized, technical information.