



Summary: A highly motivated, self-starter with a strong background in computer software packages including web/graphic design, desktop publishing, and database management. My focus is converting existing web sites to Cascading Style Sheet (CSS), xhtml, & 508 compliant web sites. I work well under a team approach as well as independently.

Summary of Qualifications

■ **WebYoda Certified Webmaster Professional** [WebYoda](#)
2002-2008

■ **Membership:** World Organization of Webmasters

■ **Intermediate to Advanced experience:** Expression Web, CSS1/2, XHTML, MS Publisher, Adobe InDesign/Photoshop, Ulead PhotoImpact in the following: **MS Office Suite** 2003(Excel, PowerPoint, Word, Access, Publisher), FileMaker Pro, Quicken

■ **Extensive spreadsheet analysis** and advanced Microsoft Office Suites expertise (Excel, Word, PowerPoint), advanced database development utilizing FileMaker Pro 3.0. and MS Access

■ Currently self-learning **JavaScript, Java Applets, XML, SQL, & Flash MX** to better enhance skills in developing interactive web pages; eager to learn new skills to develop my technical background in preparing well developed web sites

■ **Team oriented** as well as self-motivated; exceptionally organized and resourceful.

■ **Attention to detail** and accuracy under pressure; reliable and adaptable.

■ **Strong management and leadership skills;** excellent communication and interpersonal skills.

■ **Web site maintenance** for Defense Advanced Research Project Agency/Information Technology Office (DARPA/ITO) internal web site; developed meeting registration web pages related to DARPA/ITO sponsored meeting following XHTML and 508 compliant guidelines

■ **Financial budgetary support** to DARPA/ITO Program (Security Clearance: Secret 1995-1998).

■ **Strong organizational skills** coordinating 5-10 conferences yearly, supporting up to 300 attendees involving live demonstrations of projects, and program planning sessions; coordinate through all stages of negotiations, meeting scheduling, and, budget controls.

■ **Membership:** World Organization of Webmasters, American Women's Association of Singapore, American Association of Singapore

Professional Experience

Webmaster, Freelance, Oct 99 – Present

■ Develop and maintain web sites, both government and non-profit organizations. Provide guidance on marketing and evolving new technologies for new and existing web sites.

Program Research Analyst, DynCorp (now CSC), Arlington VA, Oct 95 – Oct 98

■ Supported DARPA/ITO EDCS Program in various capacities including "Business Financial Manager" of which the major emphasis is in the financial management and control of the DARPA/ITO EDCS Program's budget and contractual responsibilities.

■ Developed and maintained various FileMaker Pro relational databases, which monitor status of current program budget and collects necessary information on current contractors and their related research community members. These databases greatly increased the efficiency for the Program Manager and other DARPA/ITO members to allow quicker access the necessary information accurately and in real time.

■ Monthly maintenance as web administrator for ITO Internal Web pages.

■ Attended DARPA supported software training in Excel, MS PowerPoint, and HTML scripting.

■ Supported Program Manager in continuous management of on-going Evolutionary Design of Complex Software program from revising budget milestones through execution of final program budget.

Other Work Experience

Payroll/HR Coordinator

Dynatech Communications, Inc., Woodbridge VA Jun 89 -
Apr 92

Payroll/Accounts Payable

Sunbelt Rentals (Formerly McLean Rentals), Newington VA
Nov 93 - Oct 95

Fixed Assets/Accounts Payable/Payroll Specialist

Sunbelt Rentals (Formerly McLean Rentals), Newington VA
Nov 88 - Jun 89

Customer Service Consultant

Oklahoma Gas & Electric Company, Oklahoma City OK Oct
84-Mar 88

Volunteer Web Site Work

- [Northern Virginia District PTA](#) (2007-Present)
- [Westfield HS Guitar Boosters](#) (2007-Present)
- [Westfield HS Orchestra Boosters](#) (2007-Present)
- [Westfield HS Choral Boosters](#) (2006-Present)
- [Westfield HS Band Boosters](#) (2006-Present)
- [Westfield High School PTSA](#) (2005-Present)
- [Singapore American School PTA](#) – Singapore (2004-2005)
- [WinsonHeng.com](#) (2003-Present)
- [Singapore American School PTA](#) (2004-2005)
- [American Women's Assoc. – Singapore](#) (2004-2005)
- [The Genesis School for Special Education](#),
Redesigned Web Site (2004)
- [Cordova Park Elementary School](#) (1998-2003)
- [Workman Middle School](#) (2001-2003)
- [St Paul Lutheran Church](#) (2002-2003)

Volunteer/Community Service/Awards

- Northern Virginia District PTA, (2007-Present),
Webmaster & Technical Chairperson
- Westfield HS Guitar Boosters (2007-Present) Westfield HS
Band Boosters, **Webmaster**
- Westfield HS Orchestra Boosters (2007-Present) Westfield
HS Band Boosters, **Webmaster**
- Westfield HS Choral Boosters (2006-Present) Westfield HS
Band Boosters, **Webmaster**, (Volunteer) 2006-Present
- Westfield High School PTSA, **Webmaster**, (Volunteer)
2005-Present
- American Women's Association of Singapore, **Letter of
Commendation** 2005
- Singapore American School PTA, **Webmaster, Graphic
Design**, (Volunteer), 2004-2005
- American Women's Association of Singapore,
**Webmaster, Assisted Editor Monthly Publication-
Bamboo Telegraph, and Membership Database
Maintenance**, (Volunteer), 2004-2005
- St. Paul Lutheran Church & Preschool, **Webmaster**,
(Volunteer), Pensacola FL 2002-2003
- Cordova Park Elementary ('98-'03) & Workman
Middle School, **Webmaster ('01-'03)** (Volunteer),
Pensacola FL
- Cordova Park Elementary PTA, **School Directory
Committee** (Volunteer), Pensacola FL 2002-2003
- Cordova Park Elementary PTA, **Year Book
Committee Member** (Volunteer), Pensacola FL 2001-
2003
- New Hope Landing Homeowners' Association,
Treasurer (Volunteer), Pensacola FL June 2000 –
August 2003

Certifications



- **WebYoda Certified Webmaster Professional**, [WebYoda](#), 2002-2008
- **WebYoda Associate Webmaster Professional**, [WebYoda](#), 2001-2009

Education

B.B.A. in Accounting (w/Distinction)
University of Oklahoma

Continuing Education

Intro to Flash MX WebYoda Dec 2006 – Completed
ColdFusion 101 WebYoda Feb 2006 – Completed
E-Marketing Course WebYoda Jan 2004 -Completed
CSS1 Course WebYoda Sept 2002 -Completed
Photo Editing Workshop using PhotoImpact 10, [PIRC](#), July
2005

References

Available Upon Request