

Jenni Simonis

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Objective

To build web sites and social media presence for governmental entities, community groups, non-profits, political campaigns, and small businesses in order to expand their online presence and increase donations, volunteerism, issue awareness and/or sales.

To train others in subject areas such as: HTML, CSS, web design, web layout, web standards, using and maintaining Drupal web sites, working with Content Management Systems, working with social media, working with bulk email systems, and more.

Education

Mt. Hood Community College, Gresham, Oregon, 2009 to present

Associate of Applied Science: Computer Information Systems, Web Design and Webmaster, 2011

Graduated valedictorian in June, 2011

Currently pursuing Associate of Science - Oregon Transfer - Business degree

Eastern Oregon University, Gresham, Oregon, 2013 to present

Currently pursuing Bachelor of Science in Business Administration: Leadership, Organization & Management Concentration

Employment

Internet Presence Consultant

Nu-Look Media, Gresham, Oregon, June 1998 to present

- Build and maintain Drupal sites for various non-profits, political organizations, businesses and community groups.
- Monthly Drupal and CiviCRM maintenance
- Set up donation, e-commerce, event sign-ups and membership systems utilizing a Customer Relationship Management (CRM) such as CiviCRM
- Train site owners, staff and volunteers how to use, administer and maintain content on the web sites.
- Provide ongoing support for Drupal and/or CiviCRM
- Train people on how to install, set up, and maintain Drupal web sites.
- Set up and maintain email accounts, listservs, bulk email, website reporting/analytics, and custom interfaces.
- Create themes (look of a site) for Drupal, including those based on provided layouts, graphics, Photoshop files, Illustrator files, PDFs, and InDesign files.
- Search engine optimization, including the usage of XML sitemaps and Google Analytics
- Set up and maintain social media tools such as Twitter, Facebook, and Flickr
- Tie in social media tools to Drupal sites
- Samples of prior work can be found at: <http://www.nulookmedia.net/portfolio>

Internet Presence Manager

Forward Support, Portland, Oregon, September 2008 to present

- Design, build, and administer web sites using the Drupal Content Management System.
- Monthly Drupal and CiviCRM maintenance
- Technical support for web hosting accounts.
- Research, advise, and purchase web hosting accounts for clients
- Purchase and set up domain names and Secure Sockets Layer (SSL) certificates
- Support and advice for web presence, blogging and E-Fundraising.
- Create print and electronic documents utilizing MS Office Suite and Adobe Acrobat.
- Set up, maintain, and provide support for email lists.
- Build and maintain e-blast systems using services such as CiviMail, iContact, Constant Contact, Mail Chimp, and Cooler Email
- Conduct training, including web site editing, Content Management System (CMS) use, and CRM use

Skills

Computers and equipment

- More than fifteen years' experience with the MS Office Suite, including Word, Excel, Access, and Publisher.
- Ten years' experience with Adobe Photoshop, including using it almost daily in a newspaper setting.
- Several years' experience with Adobe Acrobat and Dreamweaver.
- More than fifteen years' experience working with peripherals such as inkjet printers, laser printers, copiers, fax machines, and scanners.
- Trained in how to scan text, photos and documents into the computer as well as editing those photos for online and print usage.

Internet Presence

- Over 15 years of web site development using HTML, PHP, and database back-ends
- Almost a decade of experience with Drupal
- Six years' experience with CiviCRM
- E-commerce using various third party payment systems
- Expert level Drupal Content Management System (CMS) designer and administrator
- Design newsletter template creation and email distribution systems
- Experienced in utilizing bulk email systems like CiviCRM, iContact, Cooler Email, and Constant Contact
- Experienced Internet graphic designer
- Experienced with social media, including Facebook, Twitter, and Flickr
- Experienced user and editor of online wikis
- Experienced in working with reporting and analytic tools such as Google Analytics

Training

- Trained numerous people in web page design, using the Internet and basic PC use
- Trained clients in Drupal site administration, content administration, reporting tools, etc.
- Led numerous committees on topics such as technology, communications, and events
- Led workshops on web sites at local conferences
- Led a series of Drupal workshops at Washington State University - Vancouver

Data Entry

- Typing speed is 66 wpm
- Data entry speed is 187 kpm

Awards and Activities

Member of Phi Theta Kappa, the international honor society for two-year colleges.

Member of Rho Theta, Mt. Hood Community College's local chapter of Phi Theta Kappa.

Served as the Vice President of Leadership for Rho Theta, 2011-12 and 2012-13.

Rho Theta received several awards including the 2012 Distinguished College Project Award and a 2012 Distinguished Chapter award, both at the International Convention.

Rho Theta was named in the top 2% of all chapters in the world and achieved five star status at both the 2012 and 2013 International Conventions.

Rho Theta has won numerous awards for activities that I assisted with, such as our Honors in Action Projects and College Projects. We also won the Beta Alpha Continued Excellence award for chapters, which was only awarded to nine chapters out of almost 1,300 chapters from around the world.

Serve as the elected Northern District Executive for the Rocky Mountain Cascade Region of Phi Theta Kappa for 2012-13 and 2013-14.

Am a member of the internationally recognized Rocky Mountain Cascade Regional Officer Team, which won the Distinguished Regional Officer Team award and the Regional Milestone award.

In my role in Phi Theta Kappa, I routinely train members in areas surrounding leadership and professional development.

References

Available upon request