

LYNNE OCONNOR

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CAREER SUMMARY:

Twenty-eight years Windows/Macintosh experience in professional office environments. Specializing in office automation and procedural development, technical writing for computer software and the internet, graphics and documentation design, website design and maintenance.

STRENGTHS:

My insight for anticipating the needs of supervisors and coworkers, along with excellent verbal and written communication skills, enhance my competency as a highly motivated self-starter and team player. Dependable and reliable, I quickly grasp complex software and data with demonstrated efficiency in multi-tasking, organization, time management, and objective-oriented tasks.

REPRESENTATIVE ACCOMPLISHMENTS:

3/08 – 12/09: ROBINS EGG MULTIMEDIA, Warner Robins GA - **Internet Content Developer**

Design/develop websites, produce marketing/training videos, coordinate/execute internet marketing campaigns.

8/07 – 3/08: INFLUENCE AT WORK, Tempe AZ - **Art Director**

Project manager for website redesign. Produced PowerPoint, print, and video training materials.

08/00 – 07/07: INDEPENDENT CONTRACTOR, Tempe AZ – **Website Design**

Designed and maintained four websites using Dreamweaver with HTML/CSS. Wrote and edited online content.

7/99 – 7/00: RESTAURANT SERVICES, INC., Portland OR - **IT Coordinator, Bookkeeper**

Recommended and implemented new computer systems. Website design and maintenance. Daily bookkeeping.

11/98 – 7/00: PARROTT CREEK CHILD & FAMILY SVCS, Oregon City OR - **Website Coordinator**

Developed interactive online database for website maintenance. Maintained website.

11/98 – 6/99: EMMONS ARCHITECTS, Portland OR - **Administrative Assistant**

Editing correspondence and reports, accounts receivable, accounts payable, office supply inventory management.

9/97 – 5/98: AMERICAN CYBERNETICS, INC., Tempe AZ - **Marketing Coordinator, Technical Writer**

Coordinated new version roll-out for international software developer during internal reorganization.

Created expansive online Help System. Designed and developed 92-page Getting Started Guide for new version.

2/95 – 9/97: FOROB, INC., Phoenix AZ - **Applications Specialist**

Provided technical support, training and documentation for new module of accounting software suite.

3/94 – 2/95: RUPP TECHNOLOGY CORPORATION, Phoenix AZ - **Technical Support and Training**

Prepared educational materials that were adapted by Sony for international use.

2/90 – 9/90: HANSEN INFORMATION TECHNOLOGIES, Sacramento CA - **Technical Writer**

Substantive revision of user manuals for new versions of two database applications.

2/89 – 2/90: CONCEPT ADMINISTRATORS, Sacramento CA - **Communications Coordinator**

Developed firm-wide standards and procedures manual for written communications.

8/88 – 2/89: AMERICAN CYBERNETICS, Tempe AZ - **Operations Administrator**

Office management and bookkeeping, shipping and receiving. Designed and developed marketing materials.

SOFTWARE SKILLS:

Word, Pages, Excel, Access, PowerPoint, Keynote, Open Office, QuickBooks Pro, InDesign, Acrobat, Dreamweaver, Photoshop, Fireworks, Illustrator, Freehand, Camtasia Studio, ScreenFlow, Final Cut Pro

CREDENTIALS:

B.S. Business/Marketing, Arizona State University (including two years Computer Science Engineering)

Certified Inbound Marketing Professional, Inbound Marketing University

Member of National Association of Professional Women