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#### **CAREER SUMMARY:**

Twenty-eight years computer 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 – present: 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 - **Bookkeeper**  
Daily bookkeeping for restaurant. Recommended and implemented new computer systems.

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