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Objective

Provide computer services in Market Research, IT consulting, Non-Profit Community-based Leadership, or Project Management for an organization, to maximize business impact on respective markets

Significant Accomplishments

Created and led *Via Crucis :: Immersion* - a multi-sensory art show based on the 14 Catholic Stations of the Cross

- Recruited local artists to display their work
- Initiated community effort to publicize the event
- Led a group of 70 artists, graphic designers, and lay persons to set-up and host the event that served 200 attendees

Designed websites for Fuller's Office of Student Life and Housing Services (serving 1400 students) - http://www.fuller.edu/student_life/

- Developed websites to be user friendly; adding photos, contact information, forms, documents, pop-up menus, and current information - http://www.fuller.edu/housing/

Led bi-annual campus-wide events for the Fuller community

- Managed a team with a wide variety of cultural and ethnic backgrounds
- Secured supplies, activities, and food for events (attended by 800+)
- Facilitated set-up and clean-up of events

Established a community-based youth ministry inclusive of youth in grades 7 through 12

- Led weekly youth program, Sunday school, and one-on-one mentoring for 20 youth
- Developed inner city service programs locally and in New York City

Served as United Methodist Church District Camp Coordinator

- Led a staff of 20 that offered camping experiences for over 100 churches
- Supervised over 215 children and youth during a two-week period, a 20% increase from the previous year

Professional Work Experience

Adecco; Norwood, Ohio March 2004 - Present
Temporary work for Procter & Gamble

- Research and organize publications and images for Vice President (Larry Huston)
- Convert analog video to digital
- Create web-sites for problem definitions
- Design and populate databases in Lotus Notes

Fuller Theological Seminary; Pasadena, California 2003
Marketing Projects Coordinator; Housing Services and Residential Community

- Design and maintain website
- Develop publications for electronic transfer and print
- Update, convert, and produce electronic (CD-ROM and Web) Resident Handbook

Fuller Theological Seminary; Pasadena, California 2001 - 2003
Office and Program Coordinator; Residential Community

- Publish quarterly newsletter
- Supervise Office Assistant
- Create advertising for Residential Community events
- Organize office management for Residential Community
- Oversee budgets for programs and events

First United Methodist Church; Hamilton, Ohio 1998 - 2001
Director of Christian Education and Youth Ministries

- Facilitate Bible studies
- Supervise Christian Education Committee programs
- Develop and facilitate ministry leadership teams for youth and adults
- Develop and implement outreach activities
- Mentor youth and adult volunteers individually
- Preach Sunday worship service sermons quarterly

Aldersgate Camp and Retreat Center, Ravenna, Kentucky Summer 1997
Assistant Program Director

- Lead weekly orientation meetings with volunteer staff
- Facilitate permanent camp staff as a team
- Manage and served as Adventure Course facilitator
- Recruit volunteer counselors

Education and related skills

Fuller Theological Seminary; Pasadena, California Present
Master of Arts in Cross-cultural Studies, GPA 3.75
Concentration in Contemporary Culture (Postmodernity)
With Course work in Ethnographic Research, Anthropology, and Communication

Asbury College; Wilmore, Kentucky 1997
Bachelor of Arts, GPA 3.2
Major: Psychology
With Course work in Counseling, Human Development, and Adult Education

Proficient in:
Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher, Producer and Frontpage
Adobe Photoshop, Pagemaker, Premiere and Acrobat Writer
Macromedia Dreamweaver and Fireworks
HTML
Microsoft Windows and Macintosh operating systems
Lotus Notes