
PROFESSIONAL & COMMUNITY AFFILIATIONS

Commissioner: New York State Bridge Authority. **Board Member:** River Pool at Beacon. **Secretary:** Beacon Sloop Club.
Member: Clearwater; NAACP; MHPA; Beacon Arts Community Assn.; Beacon of Hope Community Fund.

WORK EXPERIENCE

Manager, Quality Data & Grant Writer, Hudson River HealthCare, Peekskill, NY 2007-2008
Grant writing, data management, reporting, inter- & intranet website maintenance, training, electronic health record steering committee, data collection & reporting.

Freelance

Assistant Technical Director, John Hall for Congress Campaign, Beacon, NY 2006
Volunteer coordination & registration, hardware, email system, list, phone, network & software setup and maintenance, & ad hoc roles. Set up VPN/phones in first District office.

Developer, NYJTL/Sports & Arts in Schools Foundation, NYC 2005-2006
Developed & maintained electronic attendance/billing system for expanding NYC after-school program provider to report program activity to NYC Department of Education.

Assistant Project Manager, Lasberg Construction, Inc., Armonk, NY 2004-2005
Assisted project managers, estimator, superintendents with \$5-15 million commercial projects. Created web site, project/contact database w/photos; automated project & submittal processes.

Assistant Director, New Teacher Academy, Teachers College, Columbia Univ. 2001-2004
Co-wrote, negotiated school district contracts; developed web site; produced texts used in seminar sessions; created video programs for PD activities; designed contact databases & administrative procedures; managed operations, budget, payroll, events; supervised staff. NTA develops master teachers to coach new teachers in deepening engagement with students, peers, parents & community.

Consultant

Senior Consultant, RSG Systems, NYC 1998-2001
Project consulting for major publishing clients (Viacom, Houghton-Mifflin, Springer-Verlag, others).

Director, Editorial Production, Grolier/Scholastic, Danbury, CT 1995-1998
Managed staff, budget, technical projects to support online/CD production & print databases for three encyclopedia sets. Coached senior editors & staff in online & print publication technology; created & managed division sales web site. Upgraded & replaced network OS & servers.

VP, Information Technology, Reed Elsevier, Secaucus, NJ 1993-1995
Managed publishing & communications operations, databases & projects to produce print & on-line publications & reservation systems; installed Notes & email with UK office & international team; Co-Chair, Technical Consolidation Committee (for corporate takeover of Official Airline Guides).

Manager, Office Systems/Application Dev., Reader's Digest, Pleasantville, NY 1983-1993
Applied new & emerging technology in RD publishing context. Managed O/S staff, help desk, technical services, graphics production. Selected & managed conversion to MS Windows/Word/Excel/Project.

Supervisor, RR Donnelley & Sons, PA & IL 1978-1983
Electronic Publishing Group: managed workgroups; created workflow, coding, products for IRS, others.

EDUCATION

MA, Counseling. Western Kentucky University, Bowling Green.
BA, English. Indiana University, Bloomington.

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