



FROM THE DESK
OF **JB**

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PROFILE

I am an experienced professional with a proven ability to develop and implement strategies that support a business' organizational and financial objectives.

From creating database systems that improve data collection and handling, creating web sites and identity materials, I apply design concepts to management requirements and goals, and by coordinating development timelines, marketing campaigns and other special events, in the roles of both leader and team member, I provided value for my clients many times over.

EXPERIENCE

The Creative One, DRAGA design Oakland, CA 10/1990 to Present

- Data management and document handling / distribution systems
- Database, graphic and web design
- Training: Microsoft Office, Adobe Creative Suite, and other applications
- Overhaul and /or update legacy systems
- Improve inter-and extra-office communication
- Marketing, and financial, monitoring and reporting

Extensive experience with non-profits, both as volunteer and paid consultant.

VOLUNTEER WORK

Database Consultant, ComputerMentor, San Francisco, CA 2000-2003

...provided database (FileMakerPro) skills to nonprofits, primarily La Casa de Las Madres.

Designer, National Center for Lesbian Rights San Francisco, CA 1998-2000

...I co-founded the National Immigration Task Force in the Bay Area, and co-organized free legal clinics for bi-national couples. In 1996 I won NCLR's Justice Award for my work with the Task Force.

Interim Director/Board Member Sustainable Business Alliance Berkeley, CA 2006-2008

...Two years as interim director during the search for new executive director, grew the membership base as well as added board members and improved internal business organization. In appreciation of my work I was made a lifelong member of the SBA.

Master Composter, Alameda Bay-Friendly Gardening & StopWaste.org, Oakland, CA 2008

...Volunteer to provide bay-friendly, environmentally friendly gardening, and compost-making tips at community events in communities around the Bay Area.

Designer, Berkeley Bicycle Coalition, Berkeley, CA 2005-2008

Graphic design support to this environmentally friendly organization.

Member, City CareShare, San Francisco, CA 2008 to Present

As a member, I provide information on car sharing and it's environmental impact at events around the Bay Area.

EDUCATION

- **Open University**, Milton Keynes, England—incomplete BS in computer science, 1981/2
- **Fordham University**, New York, NY—BA in Fine Arts, 1977

SKILLS

Extensive technical and application experience with Apple & Windows operating systems; FileMaker Pro, Adobe Creative Suite, Microsoft Office, Apple iWork & iLife, e-mail clients and Internet browsers, Final Cut Pro and iMovie.

I have been an Apple Evangelist for over 30 years, and have worked in information technology and consulting arena for as long. Sales and marketing, of course, play an important role in running one's own business and I also provide consultation for this with clients.

ADDITIONAL INFORMATION

Having worked with computers for over thirty years as a graphic designer, technical support manager, applications instructor and business consultant, I have loads of experience. I have always been an illustrator, craftswoman and tinkerer.

Other experience includes copy-editing and the design and redesign of marketing, training, educational and other information materials, i.e. course material, articles, marketing texts and proofreading

Working with small- to medium-sized businesses, I support community organizations—the environment, human rights, and sustainability, including Amnesty International, Cooperative for Assistance and Relief Everywhere, Inc. (CARE), Doctors Without Borders, Green America, Habitat for Humanity, StopWaste.org, et. al.

REFERRALS

Referrals provided upon request.