

Lisa M. Northrop
25216-C Steinbeck Ave.
Stevenson Ranch, CA 91381
(661) 254-3459
contact@lisanorthrop.com

RELEVANT ATTRIBUTES

- Highly motivated; goal-oriented, self-directing, as well as being a good team player
- Capable of meeting strict deadlines on time and on budget
- Thorough, detail-oriented, conscientious employee
- Thorough researcher and fact-finder with broad network of resources
- Enthusiasm for learning and for assignments where I work with problem-solvers and creative thinkers

SOFTWARE PROFICIENCY

Dreamweaver
Fireworks
Flash
Photoshop

Lotus Notes
Outlook
Excel
Word

Powerpoint
Acrobat
Avid Liquid
Pinnacle Studio

EXPERIENCE

Freelance Business Consulting/Web Design & Programming Self-Employed

Aug 1995 - Present

Consult with clients to determine business needs. Advise clients on computers, programs, and office practices, setup office systems. Research for projects, marketing materials creation and assist in marketing projects. Create and edit proposals, business documents, and presentations according to client needs. Install software and maintain computers. Overall office administration. For websites: Plan site architecture, design, produce, and post webpages programmed for optimal user experience. Purchase domain names and setup site hosting. Train personnel on site e-mail use and statistic interpretation.

Webmaster TIAX LLC

May 2002 - Sep 2002

Responsible for planning and creation of corporate website in 4 weeks after company name change. Work with corporate leaders to add information to the website. Meet with internal clients to determine best way to create webpages to display their information and keep pages within corporate standards. Monitor site searches and update site accordingly. Monitor statistics and distribute to staff. Ensure proper site coding following best web practices for optimal user experience. Create and maintain other sites owned by TIAX.

Sample site URLs include: www.tiax.biz, www.acurex.com

Internet Specialist/Webmaster Arthur D. Little

Sep 1998 - May 2002

Continually updated corporate websites for several Arthur D. Little companies and divisions. Met with internal clients to determine best way to create webpages to display their information and keep pages within corporate standards. Created extranets for teams to use with external clients; trained staff on how to update extranet pages. Worked with ISP to implement forms and CGI scripts. Kept database with site statistics and distributed reports to staff. Supervised 2 staff members who helped code overhaul of corporate website. Worked with a graphic designer to plan and create a division site in 6 weeks that included a Flash site tour. Planned site architecture for internal staff portal.

Sample site URLs include: www.adl.com, www.innovationassociates.com

**Desktop Publisher/Technology Liaison
The Forum Corporation, Boston, MA**

Apr 1996 - Sep 1998

Created training materials for clients using appropriate software and ensured file compatibility with client network systems. Responsible for hardware and software needs for Publications department. Organized and implemented department webpage on Corporate Intranet. Created departmental training manual on intranet to allow access for all divisions. Ensured Publications training needs were met and standards were adhered to. Worked with regional Technology Liaisons and technology staff to solve software/hardware problems.

**Proposal Production Supervisor/Administrative Assistant for Marketing
HEC Energy Services - Natick, MA**

Sept 1992 - Aug 1995

Managed entire proposal production process including; proofing, final assembly, distribution, and archiving of all proposals submitted by the company. Supervised two assistants produced company presentations and proposals. Prepared weekly proposal status reports. Maintained marketing materials, assisted the Vice President of Customer Service with client correspondence and handled logistics for materials used in trade shows. Typed, formatted, assembled proposals, transcribed and mailed correspondence, filed, arranged travel, and kept a current schedule for the Vice President of Customer Service.

**Development Assistant/Payroll Manager/Accounts Payable Manager
Advocates, Inc. - Framingham, MA**

Sept 1987 - Sept 1992

Coordinated and implemented a computer system for recording and maintaining donor lists, implementation of direct mailings and follow up, packaging of agency materials for donor cultivation and solicitation, and performing formatting and layout of proposals. Performed typing, formatting, layout, and preparation of printer ready copy of agency newsletter. Also worked as assistant computer systems administrator, and taught staff members how to use the computer systems. As Payroll Manager, helped develop and implement an in-house payroll system. Responsible for collection and input of time sheets, preparation of bi-weekly payroll checks for 200 employees, and reconciliation of payroll account to ensure accuracy. Prepared periodic reports for Controller. As Accounts Payable Manager conducted computerized bookkeeping of vendor accounts, reconciling accounts and ensuring payment, tracking and maintaining office expenditures, and developing internal forms on computer for company use.

EDUCATION

Macromedia Users Conference - Champion the User Experience

Apr 2001

Attend seminars and classes on site architecture, best web practices, and latest Internet trends

Westlake Internet Training - Introduction to Active Server Pages

Fall 2000

Basic ASP script writing class

Framingham State College - Framingham, MA

Jan 1986 - Jan 1989

Three years applied toward a Bachelor of Science in Business Administration

New Hampshire College - Manchester, NH

Sep 1985 - Dec 1985

Accounting and Business-oriented curriculum

REFERENCES AND SAMPLES

References furnished upon request. Project samples can be seen at <http://www.lisanorthrop.com/>