

JUDITH MARIE SWANN

XXXXXXXXXXXX
XXXXXXXXXXXXXX

XXXXXXXXXX
XXXXXXXXXXXXXX

PROFILE

Creative and productive communicator and documentation expert. Thorough, methodical editor. Skilled interlocutor and listener. Effective researcher. Graphics specialist. Experience working remotely.

Marketing Communications

- Write, edit, and manage collateral to support current sales initiatives.
- Write and distribute news articles and press releases both on blogs and over the wire.
 - Experience with Joomla, Movable Type, and WordPress
- Produce PowerPoint presentations.
- Using Camtasia, produce product videos.
- Plan, manage, design, and update public websites
 - Straight HTML, some PHP, some experience with content-management systems
- Design, code, and maintain multinational, SEO-compliant web pages.
- Create, manage, and maintain intranet pages.

Editing and Technical Writing

- Copy editing and structural editing.
- Design, write, edit, and produce text and graphics for product collateral.
- Produce user-facing materials in both analog and digital formats using single-source code.
- Engage independently with subject matter experts as needed.
- Create templates for reports and manuals.
- Organize and maintain relevant documentation records.
- Coordinate reviews.
- Work independently as sole staffer in a remote office.

Events Management

- Manage international trade show projects and product demonstrations.
- Analyze trade-show ROI.
- Manage contacts acquired through trade-shows.

Judith Marie Swann

EMPLOYMENT HISTORY

- ⤴ Technical Solutions Analyst, Performance Systems Development, 2011-
- ⤴ Editor, New Leaf Associates, 2011-
- ⤴ Substitute Teacher, Ithaca City School District, 2011.
- ⤴ Teaching Aide, TST BOCES Summer School, 2011.
- ⤴ Marketing Communications, MCCI, 2005 — 2011.
- ⤴ Technical Writer, Pathlight/ADIC, 2001 — 2005.
- ⤴ Information Systems Coordinator and Trainer, Finger Lakes Library System, 1997 — 2000.
- ⤴ Cornell University Library, 1990 — 1996.

LANGUAGES

French, Italian, Russian – Read and speak.

German, Latin, Spanish – Read at the elementary level.

Burmese, Arabic – Once studied.

Japanese – Studying now.

EDUCATION

- ⤴ City College, City University of New York. MASTER OF ARTS. English.
 - ⤴ Emory University. MASTER OF LIBRARIANSHIP.
 - ⤴ University of Iowa. BACHELOR OF ARTS. Russian major. Cum laude.
- Continuing Education
- ⤴ Tompkins Cortland Community College. Accounting.
 - ⤴ www.sessions.edu. Graphic Design.
 - ⤴ Cornell University. Burmese, French, and Italian.
 - ⤴ Graduate Center, City University of New York. Comparative Literature.

SOFTWARE

Microsoft Office. Microsoft Project. Adobe CS5 (including Dreamweaver and Flash). Joomla, Movable Type, WordPress.

VOLUNTEER WORK

- ⤴ Tompkins County United Soccer Club. Waza Flo Soccer. TC-Waza Academy. Ithaca Youth Soccer Club. Coach. Board Member. Manager.
- ⤴ New Roots School. Cayuga Heights Elementary School. Ithaca High School. Web work. Open House Program Volunteer. Tutor.
- ⤴ Community Building Works. Volunteer. West Hill Civic Association. Member. Bike - Pedestrian Advisory Committee. Listserv Member.
- ⤴ Kestrel Perch Berry Farm. West Haven Farm. GreenStar Cooperative Market. Member. Working Share. Superworker.