

Robin Neal

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robin@robinneal.com

Web design

Multimedia

& Consulting

1060 Quentin Street, Aurora, CO 80011

QUALIFICATIONS and SKILLS

- Over 17 years of experience in office functions including accounts receivable, accounts payable, sales tax preparation, shipping, receiving, and customer service.
- Advanced UNIX, Logic and Program design at Community College of Aurora.
- Proficient on both PC and Mac Platforms, audio and video capture skills. Adobe Photoshop, Illustrator, and Premiere, Macromedia Flash, Dreamweaver, Freehand, Fireworks and HTML. Can use Javascript, Authorware, Director and 3D Studio Max.
- Strong business skills, effective coordination and organizational abilities.
- Creative, reliable, self-motivated, adaptive and productive team player, quick learner.

PROFESSIONAL COMPUTER RELATED EXPERIENCE

Speaker, American Business Women's Association, National and Regional Conferences

Nov. 2001- May 2002 Created and presented hour-long seminars for audience of 50-150 women on the topics: "Becoming a Web Woman" and "Creating a Simple Website". Responsible for all aspects of presentation.

Board Member (Elected), American Business Women's Association Colorado Area Council 1996-2002, Metro Denver and throughout Colorado

Treasurer, Secretary, President Elect and President offices. Produce quarterly ABWA Colorado Area Council newsletter. Awarded Grand Prize for Newsletter at 2000 National Convention. Created and maintain council website www.abwacolocouncil.org.

Information technologist, American Safety Associates of Colorado

1976-Present (Part-time and full-time), Parker, CO. Process accounts receivable, payroll, sales and payroll taxes, and prepare shipping. Computerize various company functions and create related databases. Responsible for all computer related activities and maintenance.

Intern / Project Manager, Community Webs, Inc.

Dec. 2000-July 2001 Created and managed content for two commercial websites. Worked in a team of six people to produce www.brainsqueezer.com within one month with over 1200 links and over one-hundred pages. (Company closed.)

Contract Work

- Consulting with individuals and offering training on necessary computer skills at their location.
- Voice recording for a large corporation's Voice Response Units.

EDUCATION

- 2000-2002 Art Institute of Colorado, Associates of Applied Sciences in Multimedia and Web Design. Denver, CO.
- 1994 Certification in Personal Computer Repair International Correspondence Schools. Scranton, PA.
- 1985 Bachelor of Science Degree in Business Administration, Minor in Psychology; Colorado State University, Fort Collins, CO.
- 1995-2002 Continuing Education Credits through American Business Women's Association

COMMUNITY SERVICE / ORGANIZATIONS:

AMERICAN BUSINESS WOMEN'S ASSOCIATION

- 2001--Present Conference Secretary, Colorado Springs 2003 Spring Conference
- 1998--Present Colorado Area Council: Newsletter Editor & National Grand Prize Newsletter Award Winner, President, President Elect, and Secretary.
- 1996--98 Promotions Chair, Rockies Rendezvous Spring Conference, Denver, CO.
- 1996--97 Treasurer, Colorado Area Council
- 1995--97 Chapter Recording Secretary, Chapter President, Success Charter Chapter

PORTFOLIO -

www.robinneal.com (Minus larger projects)
CD-Rom upon request