

Doreen Engelmann

OCEAN CITY, NEW JERSEY

· itsdodinet@hotmail.com ·

EMPLOYMENT HISTORY

Nov 2007 – present

Atlantic City Convention & Visitors Authority 2314 Pacific Ave, AC NJ 08401

e-Marketing Coordinator

Developed, managed and updated content and graphic materials for ACCVA web pages, email campaigns, and ad programs. Coordinated changes using content management system and destination management software D3000. Performed layout of e-postcards, e-newsletters, web pages, and created web graphics using Photoshop and Dreamweaver. Primary contact with marketing partners and external vendors. Managed online photo contest, getaway campaigns and other prize promotions; requisitioned, obtained and distributed prizes.

Jan 2007 – Nov 2007

Appraisal Services, Inc. 2320 New Road, Northfield, NJ 08225

Office Coordinator/Personal Assistant

Performed multiple office functions for real estate appraisal service covering southern New Jersey. Answered calls, prepared client files for appraisers utilizing WinTotal and MLS software to research property data. Assisted president of company and managed his calendar. Input data into Quickbooks; invoiced and prepared reports for residential and commercial properties. Designed new company logo and letterhead, and created custom outdoor signage.

2003 –2007

dodinet.net

Self-employed graphic designer, desktop publisher, web page creator

Designed and maintained web sites, including logos and graphics for Bodrum Linens (bodrumlinens.com); produced and updated hotel and cruise ship web pages, and designed print flyers for Friendly Planet Travel tour operators (friendlyplanet.com); created new logo and web presence for Miniature Bull Terrier breeding organization (minibull.info); designed web site for San Francisco-based limousine service (prestigeride.com); created web site and promotional pieces for Philadelphia floral shop (itcanbearrangedflorist.com).

Jul 2001 – Nov 2002

Petaluma Charter School, 1040 Corona Rd, Petaluma, CA 94954

Program Director for After School Childcare Program

Provided direct supervision for K-6 students in year-round After School Activities Program. Organized activities, projects and crafts in a stimulating environment; maintained relationships with families and recruited volunteers; kept records, prepared mailings, developed budget and generated monthly billing. Coordinated school garden project, enlisting community volunteers and donations, while supervising students in planting and garden maintenance.

Aug 2000 – Jun 2001

Terra Linda High School, 320 Nova Albion Way, San Rafael, CA 94903

Computer Instructor for High School Vocational Ed Program

Developed and delivered project-based curriculum for Marin County School-to-Career Electronic Publishing class for grades 9-12. Coursework included instruction in MSWord, Email, PageMaker, Illustrator, Photoshop and FrontPage software, incorporating creative marketing projects such as logo, business card and brochure design, and student-designed web pages. Final semester included resume writing, interview techniques, and job search skills, coinciding with internship opportunities arranged with local businesses.

Sep 1997 – Aug 2000

Petaluma School District Adult Education, 200 Douglas St, Petaluma, CA 94952

Computer Instructor for Adult Education and Sonoma County JobLink

Developed and instructed Adult Ed classes in Email, Web Searching, WebPage Workshop, MS Word, and Ergonomic Computing. Self-published workbooks for each course. Designed a ten-week Office Assistant Program offered by SoCo JobLink, providing students with today's modern office skills: typing, letter formats, office machines, phone skills, word processing, spreadsheets, web research, job search and interview techniques.

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EMPLOYMENT HISTORY (*cont'd*)

Oct 1999 – Feb 2000

Press Democrat Newspaper 427 Mendocino Ave, Santa Rosa, CA 95402

Independent contractor for Teen Life Online Project

Provided web site analysis and reported to Project Manager; served as liaison between newspaper and Sonoma county high school technology departments for the "Teen Life" web interface. Prepared press release materials and conducted on-site demonstrations for faculty and students.

Aug 1996 – Jun 1998

Strawberry Elementary School 2311 Horseshoe Dr, Santa Rosa, CA 95404

Computer Skills Instructor

Created computer curriculum and delivered classes to grades 4-6 on typing skills, word processing, internet navigation, email, ergonomics and simulation software. Provided tech support for school campus; developed web activity project workbook; served as program director for After School Alternatives computer club.

Nov 1989 – Jun 1996

MacWorld and PC World Magazine 501 2nd Street, San Francisco, CA 94107

Editorial Page Layout Designer

Produced camera-ready editorial pages for leading computer magazines, *PC World* and *MacWorld*, matching designers' layouts by specing type and manipulating graphics in desktop publishing software PageMaker, QuarkXpress, Illustrator and PhotoShop. Created technical manual for design and production staff, scheduled contract employees, and helped establish Macworld's Occupational Safety and Health Committee, educating employees on workplace safety while initiating a company-wide ergonomic awareness program.

1984 –1989

Meyer Typography 632 North 6th Street, Philadelphia, PA 19123

Typesetter

Began as apprentice typesetter, then worked with a team of professional typographers producing galleys of type to match designers' specifications in Philadelphia's largest type house at the time. Transferred in 1987 to Meyer's new desktop publishing division, *The Type Connection*, as a typesetter and apprentice graphic designer.

1980 – 1983

TLA, Theatre of the Living Arts 334 South Street, Philadelphia, PA 19147

Customer Relations, Bookkeeping

Assisted the theatre manager in preparation of daily shows, including receiving film, recording box office receipts, concession inventory and preparation, handling accounts receivable and payable.

1980 –1987

Going Bananas Comedy Nightclub 65 South 2nd Street, Philadelphia, PA 19106

Assistant Manager

Produced advertising and promotional materials for comedy night club; organized and prepared seating plans; assisted light and sound technician; greeted customers; handled receipts and front desk.

Software Skills

MS Word, Excel, PowerPoint, Publisher, Outlook, FrontPage, Adobe PageMaker/InDesign, Illustrator, Adobe Acrobat, Illustrator, PhotoShop, QuickBooks, QuarkXpress, Internet, FTP, WinTotal, Dreamweaver, D3000