

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

Develop, manage and update content and graphic materials using CMS for ACCVA web pages at www.atlanticcitynj.com, www.doac.com and www.acrestaurantweek.com. Email marketing using Informz to design, layout and publish e-postcards, e-newsletters and promotional/advertising pieces; generate activity reports; use Destinaiton3000 to update partner extranet, calendar events and special offers. Create web graphics using Photoshop and Illustrator. Serve as contact with marketing partners for promotional campaigns, track and fulfill online promotions. Produce annual eMarketing calendar. Manage online photo contest at www.myacphotos.com, along with judging and prize distribution.

2003 –2007

dodinet.net

Graphic designer, desktop publisher, web page creator, interior décor

Successfully self-employed creating, updating and maintaining web sites for new and existing clients. Versatile pre-press graphic designer with ability to create compelling visual concepts and coordinate production of print projects from inception to delivery. More than ten years of experience in graphic and web interface design, with skills in PhotoShop, DreamWeaver, PageMaker, Illustrator and Quark Xpress, as well as Internet and email skills.

Interior decorating allows me to discover practical and original design solutions for all types of rooms. This includes hands-on work from concept to finish, encompassing services such as painting trim and wall finishes, window treatment design and sewing for interiors, fabric selection, furnishing and decor purchases, light carpentry, while maintaining a budget.

My talents range from the vision and strategic thinking of a project manager to the eye for detail of a production pro and everything in between. My organizational skills are evident both in assembling and editing visual and written information, and managing complex projects within my artistic goals.

Jul 2001 – Nov 2003

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 student 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.

Aug 1996 – Aug 2000

Petaluma School District

ADULT EDUCATION SCHOOL 200 Douglas St, Petaluma, CA 94952

Computer Instructor for Adult Education and Sonoma County JobLink

Instructed Adult Ed classes in Email, Web Searching, MS Word and Web Workshops for email and web page design. Self-published workbooks for each course. Developed ten-week Office Assistant Program offered by SoCo JobLink, providing students with modern office skills: typing, letter formats, office machines, phone skills, word processing, spreadsheets, web research, job search and interview techniques.

STRAWBERRY ELEMENTARY SCHOOL 2311 Horseshoe Dr, Santa Rosa, CA 95404

Computer Skills Instructor, Grades 4-6

Created computer curriculum and taught classes on typing skills, word processing, internet etiquette, navigation, email, ergonomics and simulation software. Provided tech support for school campus, researched and purchased software; designed web activity project workbook used school-wide; 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 and QuarkXpress. Used Illustrator and PhotoShop software to create original graphics. Created technical manual for design and production staff, and scheduled contract employees. Helped establish Macworld's Occupational Safety and Health Committee (MOSH), educating employees on workplace safety while initiating a company-wide ergonomic awareness program.