

r. rebecca carter

|skills summary|

rrcarter@umich.edu
423-231-3178

- o Extensive experience in project management, archive maintenance, and the creation and maintenance of complex spreadsheets and databases.
- o Recent graduate-level education in web development, project management, information management, and advanced quantitative skills.
- o Rare ability to thrive while multitasking in deadline-driven environments.
- o Exceptional aptitude as a writer, researcher, editor, and designer.
- o Keen interpersonal awareness, conflict resolution, and team-building skills.
- o Remarkable eye for detail honed through years of production supervision.

|tech skills|

- o Programming: HTML, CSS, PHP and Ruby on Rails.
- o Software: WebTrends, SPSS, Photoshop, Illustrator, InDesign, Flash, and Microsoft Office standards (including expert-level Excel).

|education|

Masters of Information Science << Human-Computer Interaction & Information Management >>

University of Michigan Ann Arbor.MI [2007 expected]

- o Coursework includes Network Computing, Information Architecture, Design of Complex Websites, Project Management, Content Management Systems, Principals in Information Management, and Information Economics.
- o Received honorary Phelix Hanible scholarship award for accomplishments while attending school.
- o Organized, funded, and implemented community service project to help recovery effort in hurricane-ravaged New Orleans.
- o Worked as a research assistant investigating technology's role in disaster response and recovery; invited to Yale to present research findings.
- o Active in Student Organization for Computer-Human Interaction (SOCHI), Society for Information Management, Policy, Law and Economics (SIMPLE), and Community Information Corp (CIC).

Bachelor of Arts << English >> University of Tennessee Knoxville.TN [received Aug. 1991]

|work experience|

Web Analyst Intern Enlighten Ann Arbor.MI [Jan. 2007>>Present - concurrently with next listed job]

Collect and analyse data to evaluate existing user trends and propose web-based solutions and/or site redesigns. Tasks include designing queries, content groups, and filters in WebTrends; creating heat maps and complex spreadsheets; and writing reports and recommendations.

Project Coordinator Social Science Data Analysis Network Ann Arbor.MI [Feb. 2006>>Present]

Manage and track web development projects designed to help educators bring social science analysis tools into the classroom. Duties include project tracking, grant writing, and budget management.

Self-employed Writer and Editor Seattle.WA [Dec. 2003>>June 2005]

Provided research, writing, and editing services for various clients in science and non-profit fields.

Editorial Project Manager Cotner Ink Poulsbo.WA [Feb. 2003>>Dec. 2003]

Designed and maintained informational and commerce sites. Requested permissions; reviewed submissions; and researched and wrote marketing copy, press releases, proposals, and front-of-the-book pieces.

Production Manager Logan Marketing Inc. New Orleans.LA [Jan. 1999>>July 2001]

Managed and facilitated workflow, time-line and production scheduling, internal and external production, and job management databases in intensely deadline-driven environment for multi-purpose ad agency.

Traffic Manager Stewart Enterprises New Orleans.LA [Nov. 1997>>Dec. 1998]

Managed internal projects for corporate communications department, as well as nation-wide print advertising campaigns. Created management databases and maintained website and archives.

Copyeditor/Copywriter Peter Mayer Advertising New Orleans.LA [April 1996.>>Nov. 1997]