
vision

Desktop Applications Trainer

... especially where there is a need for a trainer dedicated to clients' learning success.

training & teaching success

- Fios, Inc. (2007 – Present) For Fios, Inc., as Technical Trainer for Fios, Inc., the leading provider of electronic discovery readiness and response services, I apply my nearly 10 years teaching experience training Fios' clients on the company's award-winning, hosted review platform, Fios Prevail®, and e-discovery review processes.
 - Diligent Consulting, Inc. (2006 – 2007) As training instructor in support of Western Federal Lands Highway Division, develop and implement end user training to meet the needs of a wide range of user abilities. My objective is to help current staff (~270) become more productive in the use of the entire suite of Microsoft Office Applications. Vancouver, Washington. Developed and conducted training supporting upgrade from Microsoft Office 2000 to Microsoft Office 2003 Professional Enterprise Edition.
 - S&K Technologies, Inc. (2005 – 2006) As training instructor in support of Western Federal Lands Highway Division, develop and implement end user training to meet the needs of a wide range of user abilities. My objective is to help current staff become more productive in the use of the entire suite of Microsoft Office Applications.
 - Heald College (1999-2005). Designed and maintained Web site <http://www.MrWteaches.net> to enhance student learning. Taught: Web Page Design and Creation, Introduction to Windows 2000/XP, Microsoft Office 2000/XP/2003, Advanced MS Word 2000/2002/2003, Advanced MS Access 2002, Advanced MS PowerPoint 2000/2002/2003, Advanced MS Excel 2000/2002/2003, and more.
 - Warner Pacific College (Feb. 2006). As Adjunct Professor, scheduled to teach Adult Degree Program courses such as “Principles of Adult Learning.”
 - WSU-V (1999). Taught three levels of Word and Excel courses, Introduction to PC, and Introduction to Windows classes under contracts with Washington State University - Vancouver Continuing Education Program.
-

applications expertise

- Power user and trainer of Microsoft Word, Excel, and PowerPoint on Windows and Macintosh.
 - Practiced user and teacher of FileMaker Pro and Microsoft Access databases.
 - Extensive Windows and Macintosh platform experience on networks. Solid cross platform acumen.
 - Experienced teacher and creator of Web sites employing XHTML and CSS “hand” coding and Macromedia Dreamweaver on Windows and Macintosh.
-

certifications	<ul style="list-style-type: none">• Microsoft Office Specialist Master & Master Instructor: Office 2003• Microsoft Office Specialist Master & Master Instructor: Office XP• Microsoft Office Specialist Master & Master Instructor, Office 2000
education	<p>1982–1984 Golden Gate University San Francisco, CA</p> <ul style="list-style-type: none">• M.S., Human Relations <p>1979–1980 Darton College Albany, GA</p> <ul style="list-style-type: none">• MBA preparation courses <p>1966–1970 University of South Carolina Columbia, SC</p> <ul style="list-style-type: none">• B.S., Chemistry and Naval Science <p>1999 Toastmasters International Vancouver, WA</p>
Web site development	<ul style="list-style-type: none">• My approach: To greatest extent possible utilize the technologies of “Web standards.” (See webstandards.org)<ul style="list-style-type: none">– Designing and building with these standards simplifies and lowers the cost of production, while delivering sites that are accessible to more people and more types of Internet devices.• Created, designed, deployed and now maintain MrWteaches.net supporting courses taught at Heald College, Portland since 2000<ul style="list-style-type: none">– Make extensive use of XHTML, CSS, PHP, MySQL technologies– Integrated Blogging, Forum and MediaWiki technologies.– Web site user testing and feedback greatly informed design evolution.• Created, designed and now maintain the non-profit Menswork.org, since 2003.<ul style="list-style-type: none">– Again, make extensive use of XHTML, CSS, PHP, MySQL technologies.– Integrated e-commerce enabling online registration for Annual Gathering.– Created, design, and deployed password protected intranet for Leadership Council planning and management of Gathering,
procurement management	<p>1990–1998 AEGIS Program Office Arlington, VA</p> <p>Acquisition Manager (GS-13)</p> <ul style="list-style-type: none">• Managed procurements for major US Navy program• Member of DoD Acquisition Professional Community• Significant leadership, fiscal, and business responsibilities• Performance Awards: 1994, 1995, 1996, 1997
earlier management	<p>1987–1990 Naval Sea Systems Command Arlington, VA</p> <p>Project Engineer (GM-13)</p> <ul style="list-style-type: none">• Directed procurements, budget, technical issues for foreign navy program• Performance Awards: 1988, 1989, 1990
interests	<ul style="list-style-type: none">• Volunteer. Men’s Council of the Greater Washington DC Area. Designed and maintain their Web site. http://www.menswork.org• Bird-watching, geology (particularly Pacific Northwest), poetry recitation, computer technologies, Web design, classical music, rock & roll, reading, Web developments.
associations	<ul style="list-style-type: none">• Member: Military Officers Association of America (MOAA) http://www.moaa.org, member of local Columbia River Chapter

Software Competencies			
Software Application	Years of Experience	Expertise Level	OS
Camtasia Studio 5 by TechSmith	6 months	Intermediate	WIN
SnagIt by TechSmith	2	Expert	WIN
MS Word through 2003	21	Expert	WIN/MAC
MS Excel through 2003	21	Expert	WIN/MAC
MS PowerPoint through 2003	20	Expert	WIN/MAC
MS Access through 2003	7	Competent	WIN
MS Outlook through 2003	7	Expert	WIN
MS Publisher through 2003	3	Novice	WIN
Adobe Acrobat v.7 Standard	18 months	Expert	WIN
Adobe Photoshop	4	Novice	WIN/MAC
MS Internet Explorer v6+	8	Expert	WIN/MAC
MS Internet Explorer v7	2	Expert	WIN
Mozilla Firefox	4	Expert	WIN/MAC
MS Entourage	4	Expert	MAC
Apple Safari	4	Expert	MAC
Macromedia Dreamweaver MX 2004	8	Expert	WIN/MAC
HTML - XHTML	8	Expert	WIN/MAC
CSS	7	Expert	WIN/MAC
NetFinder (FTP)	4	Expert	MAC
osCommerce	4	Competent	WIN/MAC
Movable Type (blogging)	6	Expert	WIN/MAC
PHP & MySQL	6	Competent	WIN/MAC
MediaWiki	6	Competent	WIN/MAC
PHPBB Forums	3	Competent	WIN/MAC
Macromedia Fireworks	7	Competent	MAC
Claris Filemaker Pro	17	Expert	WIN/MAC