

## PROFESSIONAL EXPERIENCE

***Web-based Technology Director, National Association of School Nurses, Inc.*** 2007 – present

Oversee web-based information and communication technology systems. This position involves investigating and recommending appropriate solutions, implementing and configuring systems acquired, instructing publics and audiences to use systems, and providing ongoing support to ensure the highest return on investment.

- Directed the 2011 re-design, configuration and deployment of the association website and content management system.
- Directed the 2008 conversion, configuration and implementation of the association database management system and customer relationship management system.
- Improved the information architecture for association web-based solutions.
- Provided leadership to association technology work group and database management user group. These groups review current practices, develop standard procedures, prioritize projects and efforts, and carry out the work of the association in these areas.
- Created and launched numerous trainings and tours of association websites and online tools.

***Web & Data Manager, National Association of School Nurses, Inc.*** 1997 – 2006

- Directed the 2005 build of the association website that transitioned the 6-year old site from an HTML site to a content management system.
- Managed the transition of institutional data managed manually to using Microsoft Access database software to organize, track and report on all association datasets including governance and leaders, awards and honors, chapter leaders, event registrations, meeting locations, and more.
- Secured, configured and managed electronic discussion list software with numerous email lists.

***Processing and Customer Service Clerk, United States Postal Service*** 1984 – 1996

- Managed the administrative side of a busy mail-delivery unit.
- Established digital processes for managerial and record-keeping tasks.

## PRESENTATIONS

- 2012 *Strategies to Make the Most of Your Affiliate's Membership Experience*
- 2012 *NASN.org Roadmap: Finding What You Seek*
- 2010 *Utilizing IMPak to Strengthen your NASN Affiliate: Leadership Academy*
- 2009 *Transitioning Your Traditional Views of Continuing Education: Exploring the use of technology to facilitate learning*
- 2007 *Navigating the Course Together: Leadership Academy* (co-presenter)
- 2004 *Association Web Sites: Leadership Academy*

## EDUCATION

- 2013 Bachelor of Arts, Media Studies  
University of Southern Maine
- 2006 Associate in Applied Science, Video and Multimedia Technology  
Southern Maine Community College
- 2001 A+ Certified Service Professional, Computer Service Technician  
CompTIA (Computing Technology Industry Association) offered through VTEC Training

## REFERENCES UPON REQUEST