

Annie Alpert: Professional CV

Functional Skill Set

Freelance Computer Consultant

- Define requirements, layout, code and enhance e-commerce web sites using Monster Commerce, Zen Cart, 3DCart platforms with Adobe Dreamweaver.
- Optimize web sites for search engine friendliness; Document design points for maintainability; Comply with W3C and Web 2.0 requirements.
- Design publications including letterhead, business cards, brochures, newsletters and other publications using Microsoft Office 2007 applications including: Publisher, Word, Excel.
- Create original graphic elements including web templates, banners, logos, buttons, favicons using Adobe Suite CS3 tools including Adobe Photoshop, InDesign, Fireworks, and Illustrator.
- Maintain multiple PC networks requiring knowledge of all versions of Windows from version 3.1 to Vista, system internals, network architecture, hardware support, inter-relational operability issues and physical networking hardware.

Team Leader, 2010 US Census

- Manage team of 8 -10 census takers, including personnel changes, training, payroll and team building.
- Conduct census taking activities including door-to-door canvassing, accurate data collecting and detailed reporting of sensitive information

E-Commerce Merchant

- Design, code, maintain and enhance multiple e-commerce and informational web sites using Dreamweaver, Microsoft Frontpage, ABEbooks Home Base, Filemaker Pro, and Excel.
- As an e-commerce merchant: sell books, art, collectibles and ephemera online through eBay, Amazon, Barnes and Noble, Choosebooks, ABEbooks, Alibris. Accepted payment through PayPal, Propay and direct credit card gateway services.
- Develop useful and educational web content to enhance the public's knowledge of dogs and collecting dog-related memorabilia, and to enhance search engine attractiveness and drive traffic to e-commerce sites.
- Use Search Engine optimization techniques to attain respectable position on Google, Yahoo and other search engines.

Freelance Writer

- Write technical material for biotechnology oncology research company, requiring specialized knowledge of scientific terminology
- Write and research stories for Forbes Newspapers, covering Union County towns including Scotch Plains, Fanwood, Cranford, and Westfield.
- Write feature stories for various national magazines, including Dog Fancy, Wisconsin, American History Illustrated
- Write advertorial articles for Morris County Daily Record, featuring automobile, real estate, restaurant and other business advertisers.

Computer Systems Analyst

- Manage main-frame computer projects for large corporations including Goldman Sachs, Citibank, Crown Zellerbach, Seaman's Security Fund and Pacific Far East Lines
- Design and code financial accounting systems, to conform to standard accounting practices.
- Quality Assurance and system testing for corporate accounting systems
- Train computer programmers and end-users in structured project management, quality assurance and system testing techniques

Employment History

2009 – 2010	Census taker / Team leader	US Census Bureau Milwaukee, WI
1997 – 2013	E-commerce online Webmaster	Freelance Cranford, NJ
1992- 1997	Freelance writer	Clips available upon request, Cranford, NJ
1983 - 1992	Senior Systems Analyst	Various including: Citibank, Goldman Sachs New York, NY

Education

2010 – 2012	Painting Major	Milwaukee Institute of Art & Design, Milwaukee, WI
1990 - 1992	Communications Major	Cook College, Rutgers University New Brunswick, NJ
1981 – 1982	Applied Art Major	The Academy of Art, San Francisco, CA
1972 – 1974	Information Science Major	San Francisco State University San Francisco, CA

References

References and clips are available upon request, or visit *Annie Alpert's online portfolio* to see design and writing samples at <http://www.bluedoggydog.com>.