

Lori Mattern

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Summary of Qualifications

- ♦ Four years of web and e-newsletter writing and editing experience
- ♦ Nine years of web design and website management experience
- ♦ Excellent written and oral communication skills
- ♦ Able to work effectively independently or as part of a team
- ♦ Learn quickly and enjoy new challenges

Computer Skills

Web Design/Development: Dreamweaver, Paint Shop Pro, HTML/XHTML, CSS, JavaScript, Photoshop, SEO

Other: InDesign, Word, Excel, PowerPoint, Access, ArcView, ArcIMS

Professional & Volunteer Experience

Sideways Communications, Indianapolis, IN July 2007 – Present
Owner/Principal

- ♦ Wrote and edited web and e-newsletter content for nonprofits and small businesses
- ♦ Designed and managed websites for nonprofits and small businesses
- ♦ Managed Internet-enabled GIS applications and web site for environmental organizations

Further The Work, Richmond, CA January 2009 – Present
Independent Subcontractor

- ♦ Wrote and edited e-newsletters for nonprofit client
- ♦ Conducted survey data analysis and wrote survey reports for nonprofit client
- ♦ Updated websites for contracting firm and nonprofit clients
- ♦ Created signage graphics for nonprofit client event

Manomet Center for Conservation Sciences, Manomet, MA May 2000 – June 2004
GIS Analyst/Information Manager

- ♦ Designed, developed, and managed Internet-enabled GIS applications and web site for regional conservation planning project
- ♦ Designed and wrote user guides and tip sheet for map viewers on web site
- ♦ Interacted with potential users of web site to obtain feedback on usability and needs
- ♦ Wrote status reports for grant organization
- ♦ Designed and produced maps for publications, presentations, and posters

U.S. Geological Survey, Columbus, OH May 1997 – May 2000
GIS Specialist

- ♦ Developed and managed GIS database for water quality assessment program
- ♦ Produced maps for reports, presentations, and posters

Virginia Bluebird Society, Fredericksburg, VA July 2007 – Present
Volunteer

- ♦ Managed nonprofit web site