

D. Joan Lockwood

503-586-8067



www.djoanlockwood.com

Qualifications and Skills

Administration	Administrative, academic and research functions; grant proposals, reports; minutes and record keeping; database management; basic budget management; liaison with committee members; supervision of volunteers and student interns. Development, implementation of policies and procedures.
Computer Skills	MS Office including Word, Excel, Outlook. CSS; HTML in ColdFusion and ASP frameworks; Content Management; Adobe PhotoShop; Adobe Premiere Elements, PhotoShop Elements; ACDSec; Open Office. Various Open Source and database programs.
Website Design, Development and Production	Design; information architecture; navigation; content management; content development; writing; editing; HTML in ColdFusion and ASP frameworks; CSS; image presentation; basic graphic design; tracking.
Coordinator	Phone bank; special project websites; school tour program; digital libraries of images, audio, video; international workshop of computer scientists; golf outing, benefit play.
Customer Service	Direct and indirect. Education; problem solving; recruitment; persuasion; marketing; cultural etiquette; all ages and situations.
Writer/Editor	Journalism; press releases; technical and academic materials; historical interpretation; health education; textile education; parking and traffic regulations; transit map and brochure; flyers; newsletters. Interview techniques; writing; editing; design and layout; typography; proofreading; competitive bids.
Buyer	Purchase and inventory of promotional items for various sectors and events of statewide organization. Annual budget \$100,000.
Photographer	Digital editorial and documentary images.
Instructor	Website design and production; writing for the web; image presentation on the web; textile education; living history performer.

Recent Work History

**State of Oregon -
Oregon Health
Authority**

Office of Health Information Technology. Administrative Specialist to Health Information Technology Oversight Council (HITOC) and related groups. Outlook, Word, Excel, Adobe Acrobat, TeamSite, WavePad, GovDelivery. Development and maintenance of website. Salem, OR. Limited duration position. 02/2010 - 03/2011

**Freelance/Getting
By**

Substitute instructor aide vocational education, alternative education, school administration. Freelance website design and development. 11/08 - 02/10

**SEIU Local 503,
OPEU**

Communications/Web Master. Development and maintenance of www.seiu503.org and related sites using system-wide program, in-house resources.

Electronic messaging to selected audiences on specific topics with Convio/Get Active and in-house system.

Digital Library. Developed and maintained archive and retrieval system of images, audio and video files.

Trainer, user manager for sub-local web workers. Proficient with Locals On Line and SWEB, Get Active, PhotoShop, ACDSee.

Photographer. Editorial and documentary records.

Buyer. Responsible for purchase and inventory of promotional items for sectors, offices and major events. Annual budget: \$100,000. Salem, OR. 11/2002 - 09/2008

**Oregon State
University**

Office of Financial Aid. Processor of financial aid materials; direct customer service. Website revision and maintenance. Corvallis, OR. 08/2001 – 06/2002

**Mission Mill
Museum**

Web Publisher. Website design, development and maintenance. Special project site for major fundraising event.

Education, Facilities Rentals, Textile Education, Special Events, Coordinated school tour program. Activity instructor, living history performer. Salem, OR. 09/1999 – 04/2001

- Cornell University** **Computer Science.** Support of research, administrative functions for dept chair and research group, students, faculty members. UNIX, Emacs, LaTeX; HTML: Windows NT including Word; PowerPoint; Outlook; FileMakerPro. Ithaca, NY. 08/1997 – 05/1999
- American Red Cross** **Health and Safety Services.** Administered community education program in CPR, First Aid, and Aquatics. Recruitment, development and retention of instructors.
- Community Relations & Development, Administration, Emergency Services, Medical Services departments.** Support of fundraising and public relations activities, grant writing, publications, social services, disaster response, bone marrow donor program. Editor of employee newsletter. Volunteer for Service to Military Families. Lansing, MI and Ithaca, NY. 08/1987 - 05/1997
- Cornell University** **Office of Transportation Services.** Publications, including campus map and transit brochure, parking and traffic rules and regulations, press releases. Drafted, edited director's correspondence. Resource person to director and policy committee. Ithaca, NY. 12/1979 – 09/1986.

Education

- Michigan State University** **Courses completed toward Masters degree in Labor and Industrial Relations:** Human Resource Management; Law of Labor-Management Relations; Labor Markets; Data Sources; Organizational Behavior; Labor in Twentieth-Century America; Labor Education; Collective Bargaining; Grievance Administration and Arbitration; Special Topics in American Labor History. 09/1986 - 08/1988
- University of Maine** **Salt: The Journal of New England Culture.** Cultural journalism. Interview techniques, oral history; transcription, writing, editing, black-and-white photography. 06 - 08/1984
- Eisenhower College (RIT)** **B. S. International Relations,** minor in Spanish. Eisenhower Scholar. Charter Class. Graduated cum laude. 09/1968 - 05/1973

Experiment in International Living

Intensive study in Spanish language, history and culture. Lived with host family in Valladolid, Spain. Attended University classes, travel. Summer 1967

Committees, Organizations, Activities, Awards

International Labor Communicators' Association

First and second place awards for Content and General Excellence 2005, 2006 for <http://www.seiu503.org/>

Local 083 at Oregon State University

Webmaster www.opeuseiu.org/local083. 09/01 – 08/02.

Midstate Labor Coalition

Co-Founder, Co-Editor, Photographer, **The Working Press**. 1986; 1996 – 98.

UAW Local 2300

Member, Bargaining team at the American Red Cross. 1995 - 96.

OPEIU, Local 459

Member, Editor of Local newsletter. 1988 - 90.
Steward, American Red Cross. 1992 – 94.
Member, Bargaining Team, American Red Cross. 1989, 1992.

Health Care Workers Conference

Co-Instructor of Collective Bargaining workshop. Sept 1988. Oakland University

Winter School for Women Workers

Presentation on **Women and Labor Education** at Michigan State University. Mar 1987.

Clerical-Technical Union of MSU

Honorary member for strategic assistance during strike at Michigan State University. Fall 1986.

Friend of Labor

By the Tompkins-Cortland Labor Coalition. Labor Day 1986.

UAW Local 2300

Co-Editor/Photographer of **The Bear Facts**. 1984 - 86.

UAW Editors' Conference

Participant in Public Relations Workshop. Nov 1985. Black Lake Conference Center.

Cornell University

Committee on the University as an Employer; Employee Assembly; Day Care Committee; Children's Tuition Scholarship Committee; employee newsletter; Advisory Committee on the Status of Women. 1978 – 86.