

Resume

LINDA H. PECK

1116 De La Vina
Santa Barbara, CA 93101
(805) 630-0172
E-Mail: Linda@lhp2.com

OBJECTIVE

A position working with the web development, design, or web services fields, which offers a high level of challenge, responsibility, and the opportunity for continued career growth.

SUMMARY OF QUALIFICATIONS

- Has several years of top, diversified experience.
- Strong background in web development, web design, informational architecture, web services coordination, project management, business portal management, requirements gathering, staff training and development, system deployment, system testing and troubleshooting, technical writing, technical user support, and client relations.
- Hard working, driven, and dedicated, while highly experienced in all aspects of industry work, and thoroughly familiar with industry products, practices, standards, and protocols.
- Well-versed in all areas of the day to day web site development process, and has completed a wealth of web projects, while working with for a diverse group of companies, organizations, and municipal entities.
- A proven track record in the development, design, and deployment of web sites, which consistently meet and exceed all project and organizational parameters.
- Adept in gathering project requirements, and creating processes and solutions, which meet with consistent success.

PROFESSIONAL EXPERIENCE

ROBERT A. PETERSEN, CPA, Saratoga, California
Web Developer (2006)

Responsible for web site development, incorporating site content, developing site specifications, system testing, and providing technical support to users. Worked with the author recognized as one of the nation's leading experts in state and sales/use tax, as well as multi-state income tax compliance.

LHP2, Santa Barbara, California
Director of Operations (1996-Present)

Responsible for the coordination of day-to-day company operations for this firm, which offers a multitude of web-based services for client firms throughout the area. Responsible for consulting with clients regarding their needs, project management, development of web-based programs and solutions, and client relations.

HAGGIN NETWORK, Santa Barbara, California
Web Developer (2006)

Personally developed and designed a content management systems portal web site, which was focused on historical preservation. Oversaw project from beginning to end.

YVONNE MARRIOTT RANNEY, Santa Barbara, California

Web Developer (2006)

Developed a first-generation site for the online retail and wholesale sales of designer cards for Left-Handed Creative. Handled all aspects of site development, from project inception to completion.

RADO-THORSO.COM, Santa Monica, California

Web Developer (2005-2006)

Developed a flash site for Jean Rado-Thorso, a prominent California sculptress. All-encompassing site included a database gallery section of artist's work.

PRIORITY, INC. San Francisco, California

Beta Coordinator/Technical Writer (2005)

A virtual assignment for Project-On-Demand product launch. Worked with two teams. Responsible for conducting requirements assessment, preparing project documentation, manipulation of illustrations and diagrams of screen interfaces (with descriptive text inserts for reader product and overviews of products in general for various formats and renderings). Elements included License Agreement, User Guide, Tutorial, and On-Line Help.

MILWAUKEE PUBLIC SCHOOLS, Milwaukee, Wisconsin

Consultant (2004)

A virtual contract position in California, and worked with two teams in Washington, D.C. and Milwaukee to create system standards, opening requirements, and samples for a large-scale Plumtree portal implementation project. Established solutions, publishing standards, and editable templates. Initial MPS Professional Support Portal was the lead and establishing standard other departmental (from the school district) would ultimately follow and conform to. Project included the repurposing of existing files with standardization and file naming conventions to conform. School district served 105,000 students, and employed 6,700 teaching personnel.

TETON COUNTY LIBRARY, Jackson, Wyoming

Webmaster/Architect/Developer/Designer (2001-2003)

Hired to conduct a system assessment and make recommendations for the development and implementation of new second-generation web presence (to replace first-generation site). Responsible for site assessment, gathering new site requirements, development of site architecture, and overseeing all areas of new site development and implementation. Project entailed the solicitation of stand-alone individual divisional specifications, as well as the creation, integration, and deployment of special web services and new features for public library departmental-focused sites. In an effort to ensure departmental individuality, assigned individual colors for each unit. Library site encompassed administrative department, front desk, information center, computer center, adult services, young adult services, and a "Support Your Library" site.

EGAIN COMMUNICATIONS CORPORATION, Sunnyvale, California

Manager – Web Services (2000-2001)

Responsible for directing web services team, which included web developers and other project personnel. Duties included day-to-day web services coordination, project management, staff training and supervision, overseeing departmental workflow, soliciting divisional specifications, system testing and troubleshooting, technical writing, and other related assignments. Highlights of tenure included the integration of Inference (an acquired company into eGain corporate sites), deployment (working with Inference-Novato for product deployment), launching of the new "Look and Feel" to corporate external site, and acting as Project Manager for Sequoia, for global site restructuring into a portal site.

UNITED CUSTOMER MANAGEMENT SOLUTIONS, Redwood City, California

Web Developer/Designer (2000)

Firm was an international provider of out-sourced customer management services. Responsible for external and internal web development, design work, system testing, system troubleshooting, and providing ongoing support to system users. Began sites from scratch. The USA-based site was created, launched, and live in less than eight months. Also created various domestic and international sites during tenure with firm.

LIBERATE TECHNOLOGIES, San Carlos, California

Web Developer/Information Architect (1999-2000)

A contract assignment for Intranet web development (encompassing ten divisions). Project focused on the content, user interface, graphics and navigation. Handled project development, day to day project management, gathering project requirements, and verbal and written communications maintenance. Worked both independently, as well as in a group environment, and solicited specific web content based on divisional user requirements. Project included the development of forms and supporting CGI applications, via scripting and purchasing applications. Also added additional web server functionality to Intranet or Internet implemented facilities helpdesk, utilizing Footprints server from UniPress.

CRITICAL PATH, INC., San Francisco, California

Implementation Consultant (1999)

Responsible for the implementation, project management, and development of a new Intranet site for Professional Services Organization. Process included site customization, colorizations, coding work, graphics, and the preparation of project documentation. Oversaw the integration of forward projects to compliment the acquisition of Amplitude by Critical Path. Was heavily involved in technical writing in the organization of all application elements with project documentation.

GLOBAL RESERVATION SYSTEMS, INC., Sausalito, California

Travel Reservation Provider (1999)

Responsible for the testing and troubleshooting of corporate and client sites, pending the installation of on-site development premises server testing (utilizing LinkScan site management reporting). Position required the standardization of web site content, organization of graphic libraries, and the isolation of client and corporate materials.

BABCOCK & BROWN, San Francisco, California

Off-Site Consultant/Web Developer (1999)

A one-month contract assignment. Responsible for creating a select Intranet site for thirty private end-users in London. Delivered and refined system on private studio site prior to migration to client NT Intranet server. Utilized DreamWeaver, Photoshop 5.0, Image Styler 1.0, LinkScan 5.2 and ancillary production solutions as required.

PALO ALTO MANAGEMENT GROUP, Mountain View, California

Off-Site Consultant/Web Developer/Technical Writer (1998-1999)

An off-site assignment for a leading market research and studies firm, which specialized in special intelligence and data warehousing technology solutions for prominent information technology firms. Project included the installation and implementation of new interactive site features, graphic design, site expansion channel focus, technical writing, and the publication of print and electronic research reports.

IXMICRO, San Jose, California

Software Engineer/Technical Writer (1998)

A contract assignment for a privately-held Silicon Valley multimedia hardware and software firm, which specialized in streaming audio/video and long-distance higher-learning applications. Responsible for project

planning, interviewing engineering and product management personnel, writing script copy, editing work, formatting and layout work, and product and document testing. Worked with FrameMaker 5.5, Adobe Acrobat Exchange 3.0, Distiller 3.0 on Macintosh 1.0, and networked on a PC/NT Server. Personally designed and authored three first-generation publications and created and implemented new in-house FrameMaker publishing standards and on-line materials.

NEC ELECTRONICS AMERICA, INC, Santa Clara, California

Technical Writer – NECEL Intranet (1997)

Worked at Corporate Headquarters, ASIC Strategic Marketing Division. A contract assignment for a special print and Intranet technical communications project. Responsible for illustration work, drawing preparation, rewriting and editing copy, formatting work, and the layout and design of line gate array publications. Worked with the CB-C9 User's Manual, Preliminary – Infrared Communications Co-Specifications, and the "QB-8 Design Manual, which was utilized for worldwide use by application developers and field service personnel. Piloted the adaptation, re-purposing, redesign, and creation of a complex graphic element in a FrameMaker format, utilizing original source files.

NEC ELECTRONICS, Mountain View, California

Administrator (1997)

Responsible for the creation, documentation and customer software library support for the ASIC/CAD Division. Worked extensively with engineering staff, national design centers, field representatives, and clients. Personally restructured internal print materials, technical manuals, application, and release notes.

EDUCATION

UNIVERSITY OF ARIZONA, Tucson, Arizona. Studied Marketing.

UCLA EXTENSION, Los Angeles, California. General Coursework.

PACCI, Fremont, California. Training in FrameMaker.

TECHNICAL EXPERTISE

Possesses exceptional computer knowledge and skills, with an emphasis on practical UNIX/Lynx web server administration, together with Pico, TCP/IP, FTP, PPP, Telnet, Shell, CGI, JavaScript, network, and navigation.

Workstations include Apple/Macintosh (G4 and RISC/PPC) (OS10), IBM PC, or compatible (x86, Pentium), Windows NT, 95-98-2000, Dell, SUN SPARC Ultra II and SUN Ultra 30, Solaris, and Apache Web Server.

Architect, graphic design, scripting, HTML, SSI, CSS, with detailed listing of Publishing, Authoring and other tools including OpenOffice, Adobe FrameMaker 6.0, Adobe CS 3 (PhotoShop, Illustrator, Exchange, Distiller, PageMaker, Macromedia Studio 8 (Dream Weaver, Flash, Fireworks, FrontPage, Barebones (BBedit, Mailsmith), Microsoft X (Word, PowerPoint, Excel), Act!. Outlook, FileMaker 8, and all current browsers (Firefox, Camino, Safari, and Opera).

REFERENCES

Available upon request