

Susan Russell

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Professional Experience

Technology Reference Assistant

Technology Lab, Graduate School of Library and Information Science (GSLIS),
Simmons College, Boston, MA

Present
- May 2005

- Provide technology support to GSLIS students. Assist users with software applications, hardware questions, online databases and web search.
- Team member on layout, design and construction of templates and instructions for WebCT Vista (course management system).
- Redesign and format of Technology Orientation Requirement (TOR) handbook for electronic delivery.
- Organization and presentation of workshops on Microsoft Word, Basic HTML, XHTML and CSS, Podcasting, and Social Bookmark Tools.

Education Consultant

Technical Assistance and Consulting Services (TACS), University of Oregon, Eugene

August 2005
- July 2005

- Development of the *State Improvement Grant* web site (<http://signetwork.org>) including selection of new electronic resources and recommendations for technology to enhance and encourage communication. Short-term consult.

Faculty Assistant

Lundquist College of Business, University of Oregon, Eugene

December 2004
- August 2004

- Assistant to approximately 50 faculty and graduate students in the Lundquist College of Business.
- Document formatting, scanning, and copying; supply ordering; coordination of book orders, course evaluations, new faculty search and travel reimbursement processing.
- Supervision of two student workers.

Information Technology Consultant

Technical Assistance and Consulting Services (TACS), University of Oregon, Eugene

July 2004
- October 2003

- Design, coding and content editing of three center web sites, e-mail list manager, team member on national web portal planning group.
- Database development (Filemaker Pro) equipment and software purchase, new technology recommendations.
- Maintenance of Mac OS X file server, database server and small cross platform computing network (Mac/Windows).
- Faculty and staff technology training and support.

Publications Specialist and Faculty Assistant

Technical Assistance and Consulting Services (TACS), University of Oregon, Eugene

September 2003
- November 1995

- High quality design and formatting of center publications (print and electronic) including grant proposals, guidelines, MS PowerPoint presentations, and web pages.
- Development and maintenance of center web sites, including assurance of universal accessibility.
- Support for large conferences and meetings including U.S. Department of Education Improving America's Schools (IAS) Conferences in 1999 and 2000.
- Faculty and staff support for desktop software and web applications.
- Organization, editing, layout, some document indexing, and html coding for all versions of U.S. Department of Education *discover IDEA* compact disc (CD), and editions for specific U.S. states (Washington, Oregon).

**Science Department Teacher/Coordinator, 7th and 8th Grade
Assistant Director of Middle School (1993-1994)**

August 1995
- September
1988

The Day School, New York, NY

- Middle school teacher and student advisor, tracking and narrative reporting on student progress.
- Work with a diverse student population from varying economic and cultural backgrounds as well as differing academic strengths and interests.
- Coordination and design of curriculum for middle school science program, supervision of science lab and department staff, new teacher mentor, development of hands-on science curriculum for middle school students.
- Served on technology review committee, gender issues committee.
- Conducted weekly student admissions interviews.

Math Teacher, 4th and 5th Grade

January 1993
- June 1987

The Day School, New York, NY

- Math teacher of fourth and fifth grade students, narrative and verbal reporting on student progress.
- Work with a diverse student population from varying economic and cultural backgrounds as well as differing academic strengths and interests.

Computer Skills

- **Software:** Microsoft Office Suite (Word, Excel, PowerPoint), FileMaker Pro (Versions 6 – 8), Dreamweaver MX 2004, BBedit, Adobe Acrobat Standard, Adobe Photoshop and Pagemaker, WebCT Vista and a variety of e-mail programs, search engines and web browsers.
- **Platforms:** Windows (98 and XP) and Mac (OS 8 through 10.4)
- **Databases:** Lexis-Nexis Academic, Dialog, Factiva and other academic library related electronic databases.
- **Coding:** XHTML, CSS, XML, some Javascript
- **Languages:** French (basic)

Education

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| Simmons College, M.S. in Library and Information Science | Expected May 2006 |
| University of Oregon, Eugene, undergraduate courses in Creative Writing (4), Art History (12) & Computer and Information Science (4), (20 credits total) | 1997-2001 |
| New York University, graduate courses in Social Work | 1987-1988 |
| Vassar College, Bachelor of Arts, Psychology (General and Departmental honors) | 1982 |

References

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|--------------------|--|----------------------------|--------------|
| Linnea Johnson | Assistant Manager of Information Technology, GSLIS Tech Lab, Simmons College | linnea.johnson@simmons.edu | 617.521.2834 |
| Leslie Sullivan | Business Manager, TACS, University of Oregon | lgsull@uoregon.edu | 541.346.0351 |
| Dr. Caroline Moore | Director, TACS, University of Oregon | cjmoore@uoregon.edu | 541.346.5641 |
| Dr. Richard Zeller | Director (retired), TACS, University of Oregon | rwzeller@comcast.net | 541.345.4158 |
| Daphne Worsham | Information Specialist, TACS, University of Oregon | daphnew@uoregon.edu | 541.346.0362 |

Portfolio of selected work available at <http://web.simmons.edu/~russells/>
Additional work samples are available on request.
