

Judy R. Johnson

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Web Design, Data Analyst, Technical Writer and Copy Editor, Executive Assistant

Objective

I am seeking contracts and freelance work combining my writing and web-oriented skills now that I have completed both my Adobe Certificate (GPA 3.88) and Web Design Certificate (GPA 4.0) and lastly graduated with my Associate's Degree in Web Design (GPA 3.98 – High Honors).. Testimonials from instructors are available, as are references from colleagues, such as Work/Study using WordPress. I am authorized to work in the US for any employer, and there are no obstacles to my obtaining a security clearance. I like to be useful and make a difference.

Profile

Depend on my work ethic, extensive experience, and up-to-date skill set. I am a “Power User” of MS Office Suite, and can learn, use, and teach other software as needed, quickly and in-depth. New software, and innovative use of standard software to problem-solve, are like intellectual candy. As needed, I can be firm and/or diplomatic, tactful with professionals and non-professionals at all levels, and am accustomed to handling sensitive, confidential records.

Skills Summary

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|---|---|-------------------------------------|
| ♦ Web Site Development | ♦ Copy Editing (grammar, spelling, common sense) | ♦ Report Preparation |
| ♦ Graphics, Animation, Video Editing | ♦ Vocabulary: Engineering, Medical, Scientific, Financial & Agri-business | ♦ International Travel Arrangements |
| ♦ Wordpress & Content Management Systems | ♦ Scheduling | ♦ Accounting/Bookkeeping |
| ♦ Marketing, Search-engine Optimization (SEO) | ♦ Project Status Tracking | ♦ Front-Office Operations |
| ♦ Decks & Dashboards | ♦ Technical Documentation | ♦ Customer Service |
| ♦ Advanced MS Excel | ♦ Adv'd MS PowerPoint | ♦ Written Correspondence |
| | | ♦ Large-event Facilitation |

Recent Employment (before starting recent education at Skagit Valley College)

- ♦ **Web Content Update Specialist at Tulalip Data Services** - Tulalip, WA July 2016 to February 2017. On contract through The Creative Group (Robert Half) at Tulalip Data Services in Tulalip, WA, July 2016 – January 2017. Updating webpages fulltime using custom in-house applications as well as Visual Studio, Beyond Compare, DotNetNuke, Bally Software, and others as needed. Creating forms and logs in MS Excel to track input and output.

Long-term Experience (with breaks for travel)

- ♦ **Contracts through various staffing agencies as Tech or Staff Analyst.** – working at Boeing – Everett, WA 2009-2017. **Supported Senior Manager. Quality Analyst** on contract at Panasonic in Bothell, WA.
- ♦ University of Washington, Seattle, WA
 - March 2003 to June 2004 – Administrative Assistant to Principal Investigator, Biochemistry Dept.
 - January 2001 to March 2003 – Office Support **Supervisor**, Grant and Contract Accounting
- ♦ World Health Organization, Geneva, Switzerland – 1985 to 1998 – Administrative Assistant, IT, budgeting

Education and Activities & Honors

- ♦ I graduated in December 2018 from **Skagit Valley College** in Mt. Vernon, WA with two **Certificates (Adobe and Web Design)**, and a GPA of 3.98; Portfolio <https://www.jj-webdesign.com/Portfolio/Index3.html>
- ♦ In youth, Honor Student in HS, high SATs, more than **four full years of university education**, but no degree;
- ♦ In 2009, I received an “A” on a CAD/CAM course, CatiaV at **Everett Community College**;
- ♦ In the Spring of 2019, I will graduate with an **Associate's Degree in Web Design** (online courses);
- ♦ I was **Treasurer** of the Board of Directors, Port Susan Camping Club for almost a decade;
- ♦ Sometimes I serve as a **Professional** at various Science Fiction and Fantasy fan club events; and
- ♦ I am a published writer of fiction and non-fiction, and have been **Editor** of newsletters and Deputy Editor of a glossy magazine.