

Jennifer Knapp

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PROFESSIONAL OBJECTIVE

Utilize my professional skills to communicate information and provide services to a wide variety of clients in a higher education environment.

PROFESSIONAL EXPERIENCE

SUNY College at Oneonta; Oneonta, NY

3/06-present: *Web Coordinator (Lead Programmer/Analyst)*

- Support Administrative Office websites
 - Provide five or six formal (and many informal) trainings for website editors per year
 - Manage sites for offices that do not have the resources themselves
- Manage the Campus Events Management System and reservationists with EMS Professional
- Administer all Oneonta.edu permissions utilizing Active Directory and Web Admin Groups
- Supervise Keyboarding Specialist in the Office of Web Development

1/05-5/05: *Intern, Web Development Office*

- Redesigned and implemented the College's top pages and coordinating header for sub-pages
- Incorporated photography from an aerial photo shoot for facility and emergency use in a map of entire campus using Adobe Photoshop
- Contributed to the Telecommunications Infrastructure Documentation Project: Spent many hours of fieldwork measuring exact distances and meeting with telecommunications personnel for information to build into the aerial-photo-campus-map

3/05-present: *Freelance Web Designer*

- Work with a variety of clients to design and maintain websites and provide software training to customers who wish to maintain their own website

Oneonta Auxiliary Services at SUNY College at Oneonta; Oneonta, NY

8/05-3/06: Marketing and Communications Coordinator

5/05-8/05: *Web and Graphic Designer*

- Completed redesign of the OAS website; working with the Sodexo Webmaster and MBS Systems' inSite Web Commerce Solution module to unify the new design throughout all services (main office, food, bookstore) to remain consistent with paper publications
- Managed the overall production of all organization marketing materials, creating ads and promotional projects to communicate services to the College community, and assisted colleagues with the design portion of both presentations and online surveys
- Supervised student workers

The Village Printer; Oneonta, NY

1/05-5/05: *Intern*

- Worked directly with customers to create, manipulate and prepare incoming artwork for print
- Liaison with printing companies as well as customers from start to finish, working within deadlines

PROFESSIONAL DEVELOPMENT

- 11/08 ColdFusion 8 Level 1 & 2, New Horizons Training; Albany, NY
- 10/08 Higher Ed Web Development Conference; Springfield, MO
- 8/08 The Conference for Women Seminar, Skillpath Seminars; Binghamton, NY
- 5/08 Fundamentals of Successful Project Management, Skillpath Seminars; Binghamton, NY
- 3/08 Microsoft Sharepoint, New Horizons Training; Oneonta, NY
- 3/08 Microsoft Project 2007 Level 1 & 2, New Horizons Training; Oneonta, NY
- 11/07 Photoshop CS3 Train-the-Trainer, New Horizons Training; Oneonta, NY
- 10/07 Higher Education Web Development Conference; Rochester, NY
- 11/06 Getting Started with EMS Professional; Boulder, CO
- 11/06 Accessing Higher Ground: Accessible Media, Web and Technology Conference; Denver, CO
- 6/06 SUNY Technology Conference (STC); Rochester, NY
- 1/06 Academic Impressions web conference: *Leveraging Advancement Through the Web*
- 1/06 SUNY Auxiliary Services Association (SASA) meeting; Saratoga Springs, NY
- 11/05 Advanced Photoshop Techniques, CompuMaster Training; Morristown, NJ
- 10/05 Co-facilitator for an extensive Adobe Photoshop and Dreamweaver training for fifteen SUNY Marketing Professionals at a SUNY Auxiliary Services Association meeting; Geneseo, NY

EDUCATION

- 1/08 - Present SUNY Institute of Technology; Utica, NY
M.B.A. in Technology Management, 4.0 GPA (Includes two completed courses)
On-line degree in process
- 8/03 - 5/05 SUNY College at Oneonta; Oneonta, NY
B.S. in Computer Art, 3.39 Overall GPA; 3.86 Major GPA
Omicron Delta Kappa, The National Leadership Honor Society
- 1/02 - 5/03 Fulton-Montgomery Community College; Johnstown, NY
A.A.S. in Visual Communications Technology, 3.75 Overall GPA
Phi Theta Kappa, International Honor Society of the Two Year College

REFERENCES

Phil Bidwell, Director of Networking

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Network Operations
B217 Milne Library
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