

Brenda Latter

brenn@brennweb.com

Skills

Dreamweaver, FrontPage, HomeSite, HTML, DHTML, CSS, FTP, Javascript, WML, Adobe Acrobat, PDF, Flash, Photoshop, Fireworks, Illustrator, bitmap images, vector graphics, JPEG, GIF, image optimization, Pagemaker, Word, WordPerfect, PowerPoint, Access, Filemaker Pro, Excel, Quattro Pro, Windows 9x, Windows XP, attention to detail, team player, initiative, self-starter, fast learner, creative, excellent verbal and written communication skills, proof-reading, copy editing, independent problem solver, technical aptitude, deadline-driven, project coordination.

Work Experience

January 2003 to June 2003: Temp, Manpower, Arlington, VA

Assignments included:

The Kennedy Center for the Performing Arts

Development Department - Grants and Sponsorships, National Symphony Orchestra and National Advancement

- Recruited over 30 members (Ambassadors from various nations) to the Diplomatic Committee for the 2003 Season Opening Ball
- Created itineraries for European meetings of the President's Advisory Committee on the Performing Arts and the National Committee for the Performing Arts
- Researched potential donors for Season Opening Prelude Festival

Verizon

- Produced meeting binders for CFO roadshow
- Updated color-coded US map showing regional offices and contacts

January 2002 to January 2003: Administrative Associate/Editor, SPSSI, Washington, DC

Managed daily operations for Central Office of organization with 3000 members and handled office tasks such as email and paper correspondence, committee minutes, file management, reception duties and updating 100-page website. Maintained computer and copier equipment. Supervised Database Coordinator and temporary staff and assisted with new hire processes. Produced high quality quarterly 26-page newsletter (layout, printing and distribution). Responsible for inventory management and handled all financial matters, including A/P and A/R, for annual expenditure budget of \$350,000.

Achievements:

- Provided support during a time of organizational restructuring after office moved from Michigan to DC.
- Assisted with documentation for tax-exempt status and set up accounts with local vendors.
- Improved website by including search engine facility and providing pdf versions of all award flyers.
- Streamlined office procedures and increased overall efficiency.

July 2000 to January 2002: Senior Admin. Assistant, American University, Washington, DC

Provided front-line office support for 10 faculty, 15 adjuncts and 140 graduate students. Supervised five work study students and coordinated hiring process. Administered student awards and prepared budget reports for Chair and Dean of School. Revised and produced program leaflets.

Achievements:

- Redesigned and rebuilt the department website using content from former website. Updated graphics provided by university and wrote new pages. Added search engine facility and created searchable Javascript contacts database.
- Designed and created networked database for student and faculty records that multiple users could access and update simultaneously.

August 1998 to April 2000: International Officer, South Bank University, London, UK

Primary responsibility for all recruitment and marketing activities in Far East, Norway and Pakistan. Represented university overseas at alumni events and recruitment fairs. Maintained and improved alumni network. Prepared reports on recruitment initiatives and presented reports at regular International Committee meetings chaired by Vice-Chancellor (President) of university.

Achievements:

- Realized potential of the Internet as a vital marketing tool and initiated development of Web site aimed at international students. Conceptualized site purpose after consulting academic staff and students, designed navigational structure, hand-coded HTML and developed content. Coordinated production of foreign-language pages. Worked with Communications Department to include direct link from university home page.
- Initiated use of website visitor statistics as market research and website development tool.
- Increased student applications and recruitment in target regions by 30%.

December 1995 to August 1998: Program Administrator, South Bank University, London, UK

March 1995 to November 1995: Administrative Officer, Hull Mencap, Hull, UK

November 1994 to February 1995: Administrative Clerk, Humberside County Council, UK

July 1993 to Aug 1994: Assistant English Teacher, JET Program, Japan

Education

1997 to 1998: Graduate study, South Bank University, London, UK

Passed four graduate courses with overall average of grade A:
Research Methods, Project Management, Database Design, Multimedia

1989 to 1993: BA (Double Honors) degree, University of East Anglia, Norwich, UK

Majored in Norwegian and German
Minored in Linguistics and Dutch
Grade 2:1 (circa 3.8 GPA and equivalent to a US Master's in terms of specialization)

August 1990 to July 1991: BA degree mandatory Year Abroad

Fana Folkehøgskole, Bergen, Norway
Phillips Universität, Marburg, Germany

Website Portfolio

Sociology Department, American University
International Students, South Bank University
Personal Website

www.american.edu/cas/sociology/
www.sbu.ac.uk/internat/
www.brennweb.com

Professional References

Bette J Dickerson
Former Chair, Dept of Sociology
American University
Washington DC 20016

Tel: 202-885-2479
Email: bdicker@american.edu

Lara Kelley
Head, International Office
South Bank University
London SE1 0AA, UK

Tel: 011 44 20 7815 7815
Email: kelleyls@sbu.ac.uk