

## DORIS A. SMITH

### SUMMARY OF QUALIFICATIONS

- Twelve years experience in web production and development and project management. Experience also includes database administration.
- Experienced in hand-coding HTML, JavaScript, and Cascading Style Sheets; Flash development; and Web page creation and design. Knowledgeable about accessibility, cross-browser and cross-platform issues. Knowledge of CGI scripting (using Perl and PHP), Oracle, and MySQL.
- TEFL-certified English teacher. Fluent French; mention très bien on the Diplôme de Français des Affaires, 1er Degré. Elementary Czech.
- Experienced in training and public speaking, including conducting workshops and orientation meetings.
- Project management and supervisory experience, including responsibility for recruiting, hiring, training, evaluating, and disciplining employees.

### WORK HISTORY (refer to <http://www.dorismsmith.com/portfolio/> for URLs and screenshots)

#### 1998 – present **Web Development, dorismsmith.com**

Offered independent web development, focused primarily on front-end development. Advised on accessibility issues and search engine optimization.

#### 2007 - 2008 **English Teacher, Caledonian School, Prague, CR**

Taught English as a second language to students at all levels from intermediate to advanced. Prepared lesson plans. Taught Business English, including English for Information Technology.

#### 2002 - 2006 **Technical Producer, Powel-Minimax, Inc., St. Paul, MN**

Produced and maintained websites for Alameda P&T and Alameda TV; developed style guides for sites; ensured compliance with accessibility guidelines. Created database and application for online cable TV and Internet service ordering, customer feedback, customer reviews of TV shows and movies, and an Intranet site.

Installed Oracle and NetBas (Powel proprietary software) on server and client workstations; trained users; and provided technical support.

#### 2001 **Web Producer, UtilityOne, LLC, Emeryville, CA**

Coordinated efforts of designers, content providers, developers, programmers, database administrators, and quality assurance engineers. Ensured compliance with documented requirements and processes. Responsible for look and feel of web-based software. Developed demonstration CD for sales staff. Maintained websites for UtilityOne, parent company (FirstPoint Energy Corporation), and Intranet site; developed style guides for sites.

#### 1999 - 2001 **Technical Producer, Utility.com, Emeryville**

Managed production for site through two significant site redesigns, the introduction of four new services, the expansion of services into new service territories, and a restructuring of the underlying data model. Coordinated efforts of designers, content providers, developers, and quality assurance engineers. Documented requirements and processes; developed site style guide. Developed prototype sites (including sites in Italian and French) for company's innovative e-Utilities program and for telecom partners. Conducted onsite training in HTML and JavaScript.

## **Doris A. Smith**

### **1997 - 1999      Web Programmer, California Gas Transmission, Pacific Gas & Electric Company, San Francisco**

Developed Pipe Ranger website. Created web-based interfaces to allow non-technical staff to update time-sensitive information. Wrote scripts to deliver dynamic content. Conducted onsite training in HTML. (Informally) assembled web production team; served as team lead. Provided ongoing site maintenance. Analyzed site traffic. Administered listserv-based mailing lists.

### **EDUCATION**

- TEFL Certification, TEFL-Prague, Prague, CR
- Business French (Français des Affaires), Institut Catholique de Paris, Paris
- Graduate study in Mathematics, University of California, Berkeley
- A.B. degree in Mathematics, University of California, Berkeley
- Coursework in Java, Flash, Fireworks, Dreamweaver, Web Site Administration, Training and Human Resource Development, C Programming; Workshops in Usability, Presenting Data and Information, Gas Business Understanding, Electric Business Understanding, Perl Programming, JavaScript, Photoshop, Effective Presentations, Recruitment and Selection

### **TECHNICAL SKILLS**

- Thorough knowledge of handcoding HTML, JavaScript, Cascading Style Sheets; some knowledge of RSS, XML, and XSL; extensive understanding of Web page design and creation; use of Dreamweaver. CGI Scripting, using Perl and PHP; MySQL. Knowledge of Flash, Flex, ActionsScript 3.0. Graphics programs, including Photoshop and Fireworks.
- Other software experience includes Oracle 10g and 8i; Visio; and Microsoft Project and PowerPoint.
- Experience with \*NIX-based software. Familiarity with Macintosh systems.

### **AWARDS, ACCOMPLISHMENTS, MEMBERSHIPS, AND OTHER MISCELLANY**

- Jeopardy! contestant
- HTML Instructor, San Francisco Women on the Web