

DORIS A. SMITH

Contact: <http://www.dorismith.com/contact/>

Languages spoken: English (native); French (advanced); Spanish and Czech (elementary)

Nationality: US citizen

WORK HISTORY (see also <http://www.dorismith.com/portfolio/>)

1998 – present **Web Developer, dorismith.com**

- Offered independent web development.
- Advised on accessibility issues and search engine optimization.

2007 - 2008 **English Teacher, TEFL-Prague, Prague, CR**

- Taught English as a foreign language at levels from elementary to advanced.
- Designed and implemented lesson plans.
- Taught in-house Business English.

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

- Produced and maintained websites for Alameda P&T and Alameda TV.
- Created database and applications for interactive web-based functions.
- Trained users in NetBas (Powel proprietary software); installed Oracle and other software and provided technical support.

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

- Managed production and design of websites and web based software.

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

- Managed production for site.
- Developed prototype sites (including sites in Italian and French).
- Developed and conducted onsite training in HTML and JavaScript.

1997 - 1999 **Web Programmer, Pacific Gas & Electric Company, San Francisco, CA**

- Developed Pipe Ranger website; provided ongoing site maintenance.
- Wrote scripts to deliver dynamic content and provided web-based interfaces.
- Developed and conducted onsite training in HTML.

1994 - 1999 **Proofreader, Academic Press, San Diego, CA**

- Proofread university-level textbooks in mathematics and the sciences.
- Corrected typographical errors and inconsistencies in style.

1984 - 1994 **Student Services Supervisor, University of California, Berkeley, CA**

- Directed all administrative aspects of academic programs for Dept. of Mathematics.
- Designed and created internal student records database; trained staff in use.
- Supervised and trained Student Services Assistants.

1991 - 1992 **Acting Manager, University of California, Berkeley, CA**

- Planned, organized, staffed, and directed all administrative and fiscal activities of the Department of Mathematics and Center for Pure and Applied Mathematics.

EDUCATION

- TEFL-Prague, Prague, Czech Republic, TEFL Certification
- Institut Catholique de Paris, Diplôme de Français des Affaires, 1er Degré, mention très bien
- University of California, Berkeley, Graduate study in Mathematics
- University of California, Berkeley, A.B. degree in Mathematics
- Coursework in Training and Human Resource Development; Workshops in Presenting Data and Information, Gas Business Understanding, Electric Business Understanding, Effective Presentations, Recruitment and Selection

OTHER EXPERIENCE

- Extensive knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Volunteer tutor in English and Mathematics, Nxt Point Learning Center, Oakland
- HTML Instructor, San Francisco Women on the Web
- Honorable Mention, Chancellor's Award for Outstanding Staff, UC Berkeley, 1992

<http://www.dorismith.com/teaching/>