

Karen S. Millar
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SUMMARY:

Seasoned computer professional with a commitment to excellence. Expert in MS Office, MS Access, Photoshop, Acrobat Professional and website management. Talented project coordinator. Extensive documentation, user training, and technical assistance for a wide range of user proficiencies. Excellent vocabulary, grammar and editing skills.

WORK HISTORY:

Rainshine LLC, Bellingham, WA, Office Manager (9/06 – 3/1/09)

Income and expense management, MS Access database design and implementation, extensive billpay, daily property management activities. Assistant to real estate professional and property owner. Glen Whitfield 360-738-3805

Value Appliance Service, Bellingham, WA, Temporary Office (1/05-8/06)

Phones, scheduling for mobile family-owned business. Debora Mowrey 360-676-8039, 360-739-9574

Certified Contractors, Inc., Bellevue, WA, Temporary Office (6/04-9/04)

Computer cleanup, QuickBooks setup, data entry, phones, filing, invoicing. Jerri Bomars 425-646-9441

University of Utah Chemistry Department, SLC, UT, Webmaster (6/97-3/04)

Designed and maintained courseware and interactive quizzes in coordination with professors. Designed and administered departmental website and intranet tool suites. Provided initial website design for other campus departments. Designed, programmed and managed the project to convert campus-wide student course evaluations from paper-based to dynamic web-based system. Chuck Wight 801-581-8796

Central Source Yellow Pages, SLC, UT, Web Producer (4/95-6/96)

Website design, web ad production; general computer support for staff. Gene Parrish (n/a)

University of Washington C&C, Seattle, WA, Computer Svcs Consultant II (5/89 to 8/91)

Oversaw communications issues on 15 capital projects and served as project manager for 8 complete communications rewires of building with 50,000 sq ft+. Infrastructure and wire plant design, review, scheduling, needs analysis, and continuity of service plans. Participating technical editor UW Architectural Guidelines, Sec.800. Terry Gray 206-685-4729 Pat Stark 206-543-5906

University of Utah College of Mines, SLC, UT, Programmer Analyst (11/81-11/86)

Research and academic programming using Fortran and Basic, designed and taught short courses on computer usage and protocols. User room and equipment management. Darrel Cameron 801-860-4792

CVRTI Cardiac Research, University of Utah, SLC, UT, Data Analyst (5/76-8/81)

Provided data processing for experimental cardiac data. Robert Lux 801-581-8183

Global Web Svcs, Bellingham, WA, Owner (5/94-present)

Provide domain registration, hosting and site development, focusing on small business and startups. Unix BSD/Apache with configurable services.

EDUCATION:

University of Utah	Major: Math, Minor: Phil 2 yrs completed
Univ. of Washington	Numerous short courses on computing and networking
BICSII Cert Svcs	Project Management
MS Events	Over 30 training events and seminars in 6-year period

Letters of reference available upon request