

MAE L. SCHOENIG

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SUMMARY OF QUALIFICATIONS:

- Design Skills: Graphics Design, Desktop Publishing, Web Page Design, Powerpoint
- Organizational Skills: Database building and management thru Access, Project, Excel
- Communication Skills: Currently an instructional aide in ROP adult classroom
- Am meticulous, self starter, team player, ability to communicate with multi-levels of personnel
- Have the tenacity to troubleshoot and develop new solutions

SOFTWARE EXPERIENCE:

- Microsoft Office User Specialist Certification: Word, Excel, PowerPoint, Access
- Adobe: Photoshop, PageMaker, Streamline, Acrobat, Illustrator, InDesign, Go Live, Premiere
- Macromedia: Freehand, Dreamweaver, FireWorks, Flash
- Others: CorelDraw, ACT, Quicken, QuarkXpress, Harvard Graphics, Symantec, HTML, PaintShopPro, Microsoft Project 2000
- Cross-platforming software and hardware proficiency in both Mac and PC

PROFESSIONAL EXPERIENCE:

ROP Web Design, Contra Costa Co. Office of Education ***3/01- present***

Internship/ Substitute Assistant/ Student

- Successfully completed course (over 720 hours) and received certificates of completion for each application before becoming intern and substitute instructional aide.
- Converted instructor's web pages and online application form to downloadable pdf's.
- Created computer/software inventory in Access.
- Created 2 presentations/tutorials about graphics and photo collage. Posted on web and also presented live demos to the class.
- Currently providing classroom support as an instructional aide to the ROP adult classes.

Enron Energy Services/The Bentley Company, San Ramon, CA ***3/00-10/00***

Proposal Coordinator

- Was personally requested to join this group on temp basis. Marketing materials were not established, therefore required new design work and pre-press production.
 - Initiated archiving of all new collateral materials into an electronic library, prepping electronic materials for web use and for pre-press purposes, and educating personnel in the use of Adobe Acrobat.
 - Was successful in the ability to integrate data, text, CAD drawings and graphics from different applications into a single document, which resulted in prompt production, delivery and short-listing success.
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MAE L. SCHOENIG, CONTINUED

Enron Engineering & Construction/TDEC, San Ramon, CA 3/99-12/99

Proposal Coordinator (company was acquired by out-of-state engineering firm)

- Lead coordinator/designer in producing, developing graphics and layouts for sales presentations, trade shows, proposals, SOQ's, PowerPoint presentations.
- Developed resource network and database for outsourcing, sub-consultants and production.

Visual Communications, Concord, CA 5 years

Graphic Designer/Marketing

- Responsibilities involved design work, marketing and public relations for major engineering companies; marketing collaterals included annual reports, proposals, brochures and maps.

Chevron Corporation: (Chevron Research & Chevron USA-EL&P) 17 years

Research Technician/Engineering Technician

- Lead environmental and quality assurance technician for corporate in-house air quality testing for EPA, State and industry-related compliance regulations for refineries and process facilities nationwide. Specialized in wet chemical and instrumental analysis applicable to ASTM procedures.
- Conducted research and studies on reservoir developments in order to generate presentation graphics and proposals for review by the corporate executive committees. Also headed up administrative training coordination.

EDUCATION:

City College of San Francisco, A.S. in Chemical Technology

Continued education related to work position as needed in areas of engineering, math, tech writing, and computer apps.

REFERENCES:

Available upon request.
