

LISA GAGNON

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Blue Ridge, GA 30513
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EXPERIENCE

September 2007-Present

Custom Candy Concepts, Inc., 12023 Doublehead Gap Rd., Ellijay, GA 30536 (706) 636-2493

System Administrator/Marketing. Provide technical support for sales, production, financial and executive staff on network. Revise and update two Web sites, using CMS, Dreamweaver, Photoshop and Fireworks. Implement SEO for both sites, significantly increasing Google rank. Responsible for the installation, repair, maintenance and upgrade of all hardware, including workstations, printers, monitors, scanners, and hubs. Research and recommend software and hardware purchases. Develop and implement social networking advertising strategy. Troubleshoot network, hardware and software. Develop and implement security and backup procedures.

January 2005-Present

Freelance writer/artist/consultant. Tech projects include small business networking (Healthcare Needs), Web design (Fannin County Republican Party Web site at www.fannincountygop.com, Fannin County Republican Women, Tiedye Ocean, Dee's Adorable Puppies, The Stone Ladies, Freedom Fest, www.gamountainhome.com), general troubleshooting and maintenance. Writing/graphic arts/publicity/clients include: MDA Softball Tournament (writing/design); Celina Governor's Cup Regatta (writing); Fort Recovery Industries' *Time Clock Chronicle* (writing/editing/design); Fox Den (publicity/promotions); Calvin Wayne Schanz (publicity/promotions); and Blue Ridge Children's Theater (brochure design/production).

December 2005-June 2006 and December 1999-April 2000

The Evening Leader, 102 E. Spring St., St. Marys, OH 45883 (419) 394-7414

Staff Writer. Wrote about local topics, including government, schools and human interest; composed and laid out pages using Quark XPress; and photographed prescribed or related subjects.

May 1995-July 2005

Steppin' Out/the Entertainer, P.O. Box 4, Coldwater, OH 45828 (419) 678-8453

Editor. Researched, wrote, edited and proofread features and articles for *Steppin' Out* and *the Entertainer*, West Central Ohio's entertainment magazines. Additional duties included layout, advertising design and production, publicity, sales, photography and collections.

March 2003-January 2004

The Daily Advocate, 428 S. Broadway, Greenville, OH 45331 (937) 548-3151

Staff Writer. Wrote about local topics, including government, schools and human interest, as well as writing a weekly editorial, and photographing prescribed or related subjects.

January 2001-January 2003

Klosterman Development Corp., 5038 Lakevista Ln., Celina, OH 45822 (419) 268-2279

Office Manager. Responsibilities included development and implementation of advertising strategies, bookkeeping using Quickbooks Pro, marketing and staff supervision. Maintained, troubleshot, and aided in the development of office computer network. Developed and implemented computer maintenance procedures.

December 1996-May 1997

Mercer County Agricultural Society, 1001 W. Market St., Celina, OH 45822 (419) 586-3239

Fair Board Secretary. Publicized activities on and solicited events for the fairgrounds. Maintained full-charge bookkeeping using Quickbooks Pro. Solicited and designed advertising for the Fair Book. Coordinated activities on fairgrounds. Aided with booking and vendor activities.

EXPERIENCE, cont'd

September 1995-November 1996

Kreber Graphics, 670 Harmon Ave., Columbus, OH 43223

Lead Proofreader. Proofread, wrote and edited copy for three discrete projects. Assisted project manager in management duties, supervising freelancers and establishing styles and producing catalogs for national corporations. Promoted to lead after first project. Was given special commendation for proofreading skills.

October 1993-September 1995

Freelance writer. Researched and wrote fictional, nonfictional and promotional pieces for various agencies/publications, including *Connection*, Grand Lake's alternative newsweekly.

January 1989-September 1993

Columbus Alive! 689 N. High St., Columbus, OH 43215

Editor. Edited submitted materials, wrote stories and features, researched and investigated material for cover stories, and supervised freelancers and columnists.

November 1982-December 1988

Owen Graphics, 5085 Westerville Rd., Columbus, OH 43231

Typesetter/Proofreader. Typeset copy on AM Varityper, proofread, handled multiline phone system, and performed bookkeeping and customer service.

December 1983-June 1987

Oriental Martial Arts College, 1895 E. Dublin-Granville Rd., Columbus, OH 43229

Editor. Supervised production of 24- to 36-page quarterly publication, as well as writing articles and photography.

EDUCATION

Bachelor of Science degree in Information Technology, Summa Cum Laude, Kaplan University, December 2006

Honors: Epsilon Delta Pi honor society for the computer sciences; Alpha Beta Kappa National Honor Society

TECHNICAL SKILLS

Microsoft Office Suite, Microsoft Project, Access, FrontPage, Publisher, Microsoft SQL Server, Pagemaker, Quark, Photoshop, Illustrator, ImageReady, CorelDraw, Quickbooks Pro, Dreamweaver, Fireworks, Flash, Internet Explorer, Outlook, Outlook Express, Communicator, Eudora, FTP. HTML, Visual Basic 6.0, C++, Javascript, PHP.

OTHER SKILLS

Understand and speak French and Spanish; familiar with German, Portuguese and Korean.

VOLUNTEER and SERVICE POSITIONS

Topix editor 2008; volunteer, The Day Festival 2008; Labor Day Barbecue volunteer, Blue Ridge, August 2006 & 2007; Fannin County poll worker, 2006-2008; Instructor, Blue Ridge Children's Theater Summer Camp, 2006; Volunteer, Lima Earth Awareness Day, 2003-2006; Committee member, World's Largest MDA Softball Tournament, 2003-2004; School crossing guard, 1999-2003; Soccer coach, 1999-2002; Martial arts instructor, Oriental Martial Arts College, 1980-1987.

LOCAL REFERENCES

Saber Marks, 95 Miramar Dr., Ellijay, GA 30536 (706) 276-6344

Harriette Bryant, Healthcare Needs, Inc., 7555A Blue Ridge Dr., Blue Ridge, GA 30513 (706) 632-0384

Sandra Delany, 24492 Morganton Highway, Blue Ridge, GA 30513 (706) 828-5252

Carlie Hammond, 300 Wash Wilson Road, Epworth, GA 30541 (706) 492-3819