

RESUME

Robin Sizemore

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QUALIFICATIONS	<p>Trained in mediation and conflict resolution.</p> <p>Skilled organizer can create new methods and procedures.</p> <p>Adaptable and comfortable working alone or in a group setting.</p> <p>Proven ability to take concepts and ideas and turn them into working projects.</p> <p>Able to analyze and interpret the needs of clients and offer solutions.</p>
EXPERIENCE	<p>IT Support - Low Income Housing Institute - Seattle, WA</p> <p>Responsibilities included hardware, software troubleshooting and installation.</p> <p>Training staff, either one-on-one or group. Managed computer labs for use by disadvantaged students. Improving stability of information systems and creation of new management methods of dissemination of information.</p> <p>Announcer/Program Manager</p> <p>KZST, KMGG, KAMT, KLVR, KPLS, KJTT Radio - CA</p> <p>Responsibilities included operating broadcasting equipment, writing, voicing and producing both ads and programming. Research and interview guests and people in the field. Maintain logs of station programming per FCC regulations. Manage air staff and coordinate remote broadcasts.</p>
COMMUNITY WORK	<p>Sonoma County (CA) Office of Economic Development</p> <p>-----Bringing new business to the wine country of California.</p> <p>City of Seattle (WA) Department of Neighborhoods</p> <p>-----Matching fund program and city neighborhood council chair.</p> <p>Responsible for the program giving grants to communities for local projects.</p> <p>Managed \$1M budget, answered to the city council.</p>
HARDWARE OP SYSTEMS	<p>MAC/PC/UNIX</p> <p>TCP/IP</p> <p>Microsoft Server</p> <p>Exchange Server</p>
SOFTWARE	<p>Adobe Creative Suite</p> <p>-----Photoshop, InDesign, Illustrator</p> <p>-----Flash, Dreamweaver, Lightroom</p> <p>Microsoft Office suite</p> <p>QuarkXPress</p> <p>WordPress</p> <p>Drupal</p>
EDUCATION	<p>A.T.A. Multimedia and Interactive Technology</p> <p>Skagit Valley College, Mount Vernon, WA December 2012</p>