

S U S A N C A M P B E L L

MCP • MCP + I • MCSE

402 WESTCHESTER WAY • CANTON, GA 30115 • (678) 880-2838 • suzecampbell@gmail.com

PROFESSIONAL EXPERIENCE

Web Coordinator

Troy State University, Troy, AL

2003-2004

Managed all website activities for the TSU Distance Learning Center, including launching a new website, <http://troydlc.mentalcollective.com/>. Developed new online forms for student usage that were previously handled manually, and implemented new processes for form handling for staff members. Created web applications and content based on requirements of faculty and staff. Kept website current in accordance with Distance Learning Center and University policies and procedures.

Title III Coordinator

LBW Community College – MacArthur Campus, Opp, AL

1998-2003

Directed the federal grant awarded to LBW Community College – Opp Campus (formerly MacArthur State Technical College) under the Title III Strengthening Institutions program. Managed day-to-day activities of the grant including: computer hardware & software purchases, network administration, coordinating and conducting professional development for faculty & staff, web design for both training & disseminating information, launching a distance learning program, and instituting an online registration system for both online and on-campus students. Reported Title III activities to college president and U.S. Department of Education, served on Institutional Technology Committee, and ensured overall success of grant goals.

Tech Prep Specialist

MacArthur State Technical College, Opp, AL

1997-1998

Researched job market trends in technical fields and presented information on these trends to high school students, teachers and counselors. Created presentations using Microsoft PowerPoint, delivered presentations using multimedia technology, and developed Tech Prep web site for students to view additional career info. Coordinated and taught technical seminars and workshops for high school teachers, planned site visits to area businesses for students and teachers, and organized shadowing program for high school students.

Graphic Design Manager

The Dothan Progress, Dothan, AL

1996-1997

Supervised four-person graphic design team and scheduled graphic design work for completion for weekly newspaper. Coordinated with publisher and advertising team for production of special editions. Responsible for selecting and ordering major equipment purchases such as network server, scanners, systems, and external storage devices. Designed ads and special editions.

Skill Set

Academia:

- Grant Management
- Grant Budgeting
- Grant Reporting
- IDUES/Title III
- Online Registration
- Registration Mgmt.
- Student Databases
- Tech Prep
- Distance Learning
- Blackboard
- eCollege
- Curriculum Writing
- Continuing Ed
- Public Relations & Marketing
- Public Speaking
- Teaching/Training

Technical:

- MCP+I
- MCSE
- Network Admin
- TCP/IP
- Windows NT
- Windows 2000
- Windows 2003
- Windows XP
- MS Office Suite
- Troubleshooting
- Web Development
- Dreamweaver
- Web Forms
- HTML
- CSS
- PHP
- Graphic Design
- QuarkXPress
- Adobe Photoshop
- Adobe Illustrator
- Video Shooting
- Video Editing
- Adobe Premiere

S U S A N C A M P B E L L

MCP • MCP + I • MCSE

402 WESTCHESTER WAY • CANTON, GA 30115 • (678) 880-2838 • suzecampbell@gmail.com

Graphic Designer

SuperValu Grocers Print Shop, Anniston, AL

1996

Performed a wide variety of graphic design work, including designing: grocery store ads, business cards and letterhead, pamphlets, booklets, brochures, and all print work for the City of Anniston. Responsible for maintenance of computer system, including printer and modem. Communicated via modem with other print shops, grocery stores, and newspapers.

Instructor/Curriculum Writer - Workforce 2000

Enterprise State Jr. College, Enterprise, AL

1995 & 1997

Wrote and developed basic skills curricula based on job-related issues, and taught this curricula to textile employees via Workforce 2000, a federally funded program promoting education in textile. Some of the curriculum included: Workplace Communications, Teambuilding, On-the-Job Math, and Reading and Interpreting Workplace Literature.

Public Service Director

WACQ Power 99 Radio, Tallassee, AL

1994

Wrote, produced and edited all public service announcements for radio broadcast. Created the Community Network News segment for the morning show, in which local citizens were interviewed about community events. Broadcast live remotes for joint sales and public service events.

Skill Set

Financial:

- Federal Grant Budgeting
- Advertising Budgets
- Cooperative Advertising
- Claims Tracking
- Auditing
- Banking
- Bookkeeping

Writing:

- Feature Writing
- News Writing
- Press Releases
- Technical Writing
- Copywriting
- Editing
- Business Writing

EDUCATION

In Progress:

Master of Science in Information Systems, Winter 2009

Concentration in Networking and Internet Technology

Degree:

Bachelor of Arts in Communications, Auburn University, December 1991

Minors in Journalism and Radio-Television-Film

Certification:

Microsoft Certified Systems Engineer

MCP, MCP +I, MCSE

Salutatorian:

Enterprise High School, Enterprise, Alabama 1986

ACTIVITIES

Professional:

Alabama Distance Learning Consortium, Charter Member - Auburn University Public Relations Club, Auburn University Alumni Association, Auburn University Marching Band Alumni Organization

Civic:

Past Volunteer Coordinator - American Heart Association, Jailbird Jail-n-Bail participant – American Heart Association, Webmaster – Canton First United Methodist Church Class Blog (<http://www.simonpeterfellowship.org>), Webmaster – Johnston Elementary School PTA (<http://www.johnstonpta.com>).