

SHARYN SANDERS

111 Butler Drive, Shawnee, OK 74804
816.294.0885 sharynsanders@gmail.com
www.sharyndesign.com

Education

2005 Bachelors of Science in Graphic Design and background in Computer Science from Missouri Western State University

Experience

2010- **Oklahoma Office of State Finance**

Helpdesk Technician

➤ Primary Duties

- Assist users with various technical issues
- Conduct training for software usage and IT policies and procedures.
- Design graphics, and media for the web and for distribution among government agencies.
- Consult and guide web development management about site aesthetics.

2008-2010 **Applied Measurement Professionals, Inc.**

IT Production Assistant

➤ Primary Duties

- Assist with system updates, and software testing, and provide support for technology projects and internal users and systems.
- Conduct demos and training sessions for relevant technologies in sessions both small and company-wide, and compose technical documentation and other copy intended for both internal and external release.
- Create graphics, layouts, presentations and other media for internal use and company clientele.
- Conduct product research, form and maintain vendor relations, request bids, negotiate proposals and contracts.
- Evaluate and maintain cost effective software and hardware licensing agreements, migrate and consolidate licenses when necessary.
- Created the contract management system utilizing MS Office suite and SharePoint connectivity, bringing order to licensing and IT accounts, swift access to critical data, ease of uploading/updating shared information, punctual renewal handling, an auto syncing and visually intuitive budget with easy-to-generate reports, and time & effort saving co-terms and consolidations including the merging of several fragmented agreements into single concise and highly cost saving agreements with Microsoft, Cisco, Oracle, Symantec, and multiple others.

2001-2008 **MidCity Excellence Community Learning Center**

IT and Marketing Administrator

➤ Primary Duties

- Provide vision, direction, and implementation of company's IT and Marketing strategies;
- Plan and implement office network and update company technology as necessary. Travel to seminars providing technical support for workshops and presentations. Teach technology classes for small and large groups ranging from K-12 and also classes for adults and senior citizens.
- Plan and develop company sites, presentation media, promos and production graphics, and co-wrote and edited grants and other documentation.
- Organize and manage college volunteers and related projects.

General Skills Set:

Experienced with both Mac and PC systems, MS Office 2007 and 2010, and SharePoint (WSS). Proficient writing HTML & CSS and learning new web technologies, familiarity with C++, JavaScript and general coding, resolving a wide variety of hardware & software related technical issues, setting up and maintaining small networks, and building, fixing, and maintaining personal computers and systems.

Adept at oral and written communication, working as part of a team, planning and organization, training, problem solving, and research and analysis. Knowledge and savvy utilization of color and design theory, traditional art media, photography, print and proofing techniques, Photoshop, and the rest of the Adobe CS4 suite. Also aware of guidelines for PCI and ADA compliance.

Additional Interests

I co-own and operate Seraphim Studios, handling all the business management and processes, technology systems, purchasing, marketing, and design. Also, I enjoy writing fiction, cross-country travel, solving puzzles, and trying new recipes.

References

Mr. Cuong Luu: Manager, Technology Operations & Support for Applied Measurement Professionals
www.goamp.com | cluu@goamp.com | 913.895.4878

Mr. Neil Russell: Senior Systems Engineer for Applied Measurement Professionals
www.goamp.com | nrussell@goamp.com | 913.895.4870

Mrs. Kimberly Warren: CEO of MidCity Excellence Community Learning Center
www.visitmce.org | kwarren@visitmce.org | 816.294.4727