

SHARYN WEBB

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Education

2005

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

Experience

2008- 2010

Applied Measurement Professionals, Inc. | Technical Production Assistant with I.T.

➤ Primary Duties

- Manage company-wide software & hardware licensing as well as all IT related purchasing including research, forming & maintaining vendor relations, effective bid solicitations, cost & contract negotiations, supervising dissemination of inventory, bridging necessary interdepartmental communications and handling of any necessary issues that arise.
- Composing technical documentation and other copy including generating embedded help files for custom software, policy and procedures intended for company-wide and/or external release, and document proofing and customization.
- Provide technical support by functioning as helpdesk, conducting demos and training sessions for relevant technologies in small sessions as well as company-wide, assisting with system updates and beta software testing, and managing and/or providing advice & support for tech related projects at corporate offices.
- Develop production graphics, designs, adjustments, and media presentations for both intradepartmental use and also for other corporate staff, including report covers, sketches, logos, PowerPoint shows, and step-by-step how to videos.

➤ Major Accomplishments:

- Created a dynamic contract management system utilizing connectivity within MS SharePoint WSS & the Office 2007 suite to bring order to company licensing and IT related accounts resulting in swift access to critical data, ease of uploading/updating shared information by multiple staff, punctual renewal handling, an automatically 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 for Microsoft, Cisco, Oracle, Symantec, and several others.
- Prepared restructuring proposal of corporate client information storage to improve integrity and real time accuracy for data being shared and updated across departments.
- Trained all company staff on changes resulting from Office 2007 upgrade, assisted with software push to corporate systems.

- 2001- 2008 MidCity Excellence Community Learning Center & American Grant Writing Firm
Director of IT and Marketing, Grant Writer, Teacher & Program manager
- Organized & managed college volunteers & projects. Setup office network, and updated company technology as necessary. Developed company websites, presentation media, promos and production graphics. Conducted market research & analysis. Co-wrote and edited in-house and client grants as part of the grant writing team, also assisting with the setup of small and non-profit corporations for clients. Traveled to seminars providing technical support for workshops and presentations. Taught technology classes for small and large groups ranging from K-12 and also classes for adults and senior citizens.
- 2005-2006 MWSU Fine Arts Department | Design Lab Supervisor and Technical Support
- 2000-2001 Kansas Instructional Resource Center, KSSB | Library Assistant, Data Entry

General Expertise, Technology, Design, and Personality

- Extremely adept at technical writing, proposal structuring, copy editing and clear & effective oral and written communication, picking up new languages easily and speaking conversational Spanish. Experienced with project management & team building, streamlining processes, working with at risk youth and the visually impaired, and having a natural ability to adapt and learn new processes quickly as well as easily adjusting to industry changes and company needs.
- Experienced with both Mac and PC systems, Microsoft Office 2007 and 2010 beta, SharePoint (WSS), comfortably 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 through research & troubleshooting, setting up and maintaining small networks, and building & upgrading personal computers.
- Skilled in Photoshop CS4, Illustrator, InDesign, and Dreamweaver, and general familiarity with Flash and several other programs, having taught classes on software usage & basic design principles for print & web including private lessons, classes at learning centers and for employees of the city of St. Joseph, MO, and unofficial lessons at MWSU at the request of the art department staff. Possessing a natural eye for fluid composition, balance, and use of space. Knowledgeable of digital photography and 35mm b&w darkroom techniques, and also photo editing and special effects, having been commissioned for weddings, business trips, catalogs, restoration, recoloring & manipulation, private shoots, headshots, and newspapers. Also experienced with traditional art media including drawing, painting, print making, sculpting etc.
- I'm a patient, confident, open-minded and easygoing personality who enjoys being productive with other business oriented professionals. My hobbies include gadgets, graphics related books and conferences, travel & photography, writing & sketching, church & social networking, and taking scenic walks. It is my intention to relocate to Oklahoma in order to be closer to my fiancé.

References (more available upon request)

Mr. Cuong Luu: Manager, Technology Operations & Support for Applied Measurement Professionals
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Mrs. Kimberly Warren: CEO of MidCity Excellence Community Learning Center
www.visitmce.org | kwarren@visitmce.org | 816.294.4727