

Marian Cole

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WEB PRODUCER/CONTENT MANAGER

Detail-oriented web producer with more than 10 years experience building websites. Intranet specialist. Skilled at front-end (HTML, graphics, JavaScript) and back-end (PHP/mySQL, streaming media, databases) technologies. Superior web content development and editing. Technical skills include:

Languages: XHTML, CSS, PHP, mySQL, some postgreSQL and Perl

Applications: Adobe CS (Dreamweaver, Photoshop, ImageReady, Acrobat, some Flash), Microsoft SharePoint

OS: Windows, Mac, some UNIX.

PROFESSIONAL EXPERIENCE

ACLU, New York, NY

August 2006 – October 2008

Intranet Manager, Affiliate Support Department

Managed and maintained an organization-wide intranet with a user audience of about 1,000 staff and key volunteers in fifty-three ACLU affiliates in the U.S. and Puerto Rico. Worked with technology consultants to transition from static site to a database-driven site powered by Microsoft SharePoint. Trained different user groups (readers, contributors and site editors) in SharePoint. Created and posted web content on behalf of the Affiliate Support Department.

NATIONAL GAY AND LESBIAN TASK FORCE, New York, NY

January – July 2006

Web Manager (freelance), Communications Department

- Performed routine updates to website, including text, Flash files, and graphics.
- Sent out HTML emails to constituents, activists, and press using Kintera CRM.
- Produced weekly print newsletter for Director of Communications

ANTIGENICS INC, New York, NY

April 2004 – December 2005

Web Producer, Corporate Communications

Managed corporate intranet at NASDAQ-listed biotech company.

- Designed content-management system (using PHP/postgreSQL) for daily news items, allowing for collection of accurate web statistics.
- Developed web-based applications for internal departments including Intellectual Property, Knowledge Management, and Market Development.
- Conducted employee usability studies in conjunction with the Director of Research at the Nielsen Norman Group (www.nngroup.com). Results published in NNG's 2006 intranet usability study.

NATURE PUBLISHING GROUP, New York, NY

August 2003 – March 2004

Electronic Production Coordinator (consultant placed through Parity/TelTech)

Managed weekly and monthly upload procedures for multiple online journal products, including *Nature Immunology* and *Nature Genetics*.

- Managed the conversion of Quark files into SGML and XML for use online,
- Created PDFs and images from original Illustrator files.
- Worked with print production to insure consistency of content.
- Processed and archived production files from outside vendors and in-house departments.

VERTIBRAE, INC. New York, NY

October 2000 – February 2003

Web Producer

Aggregated content with editors and physicians for several major health care websites.

- Designed, programmed, and implemented user registration engine for 30,000+-member network using Perl/mysql.

INTERNET SOLUTIONS, New York, NY

March - August 2000

Senior Web Developer

- Provided front-end and database (mysql, MS SQL Server) development to a range of clients.
- Designed and implemented web interfaces using HTML and JavaScript.
- Produced CGI scripts in Perl, ASP, and Cold Fusion; banner ads and interstitials using Photoshop, ImageReady and Flash; interactive CD-ROM guides.

AMERICAN SOCIETY FOR MECHANICAL ENGINEERS, New York, NY

March 1998 – March 2000

Production Coordinator for New Media

- Maintained website for 125,000+-member professional society for mechanical engineers.
- Implemented procedural and editorial style guides, site map, and system documentation.
- Managed all user queries sent to webmaster@asme.org.

PREVIOUS EXPERIENCE

1991 - 1998: Held various editorial positions (assistant editor, production editor), both on-staff and as a freelancer. Companies included ST. MARTIN'S PRESS, FROMMER'S, and WILEY-LISS.

1986 - 1990: Library assistant at Indiana University.

EDUCATION

Graduate studies, English and Comparative Literature, COLUMBIA UNIVERSITY, New York, NY

B.A., English literature, INDIANA UNIVERSITY, Bloomington, IN, 1990