

# Marian Cole

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## PROFESSIONAL EXPERIENCE

### MICROSOFT, Redmond, WA

#### Site Manager/Producer (contractor), MSN.com US Homepage and Entry Points

January 2009–January 2010

- Served as the central point of contact between editorial, business, and development stakeholders in organizing and planning projects for the US home page of MSN
- Created technical and business requirement documentation
- Reviewed and published content using Microsoft Bedrock content management system, Content Studio content and development platform, and InfoPath forms
- Maintained team's share site using Microsoft SharePoint 2010

### ACLU, New York, NY

#### Intranet Manager, Affiliate Support Department

August 2006 –October 2008

- Managed and maintained an organization-wide intranet that had a user audience of about 1,000 staff and key volunteers in 53 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 SharePoint
- Trained different user groups (readers, contributors, and site editors) in SharePoint

### NATIONAL GAY AND LESBIAN TASK FORCE, New York, NY

#### Web Manager (freelance), Communications Department

January – July 2006

- Performed routine updates to site, including text, Flash files, and graphics
- Sent HTML e-mail to constituents, activists, and press using Kintera social CRM system
- Produced weekly PDF newsletter for Director of Communications

### ANTIGENICS INC, New York, NY

#### Web Producer, Corporate Communications

April 2004 – December 2005

- Managed corporate intranet at this NASDAQ-listed biotech company
- 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](http://www.nngroup.com)). Results published in NNG's 2006 intranet usability study

## **NATURE PUBLISHING GROUP, New York, NY**

### **Electronic Production Coordinator (consultant)**

**August 2003 – March 2004**

- Managed weekly and monthly upload procedures for multiple online journal products, including *Nature Immunology* and *Nature Genetics*
- Converted Quark files into SGML and XML
- Created PDFs and images from original Adobe Illustrator files

## **VERTIBRAE, INC. New York, NY (<http://www.vertibrae.com>)**

### **Web Producer**

**October 2000 – February 2003**

- Worked with editors and physicians to produce content for several major health care web sites
- Designed, programmed, and implemented user registration engine for 30,000+-member network using Perl scripting language and MySQL open-source relational database management system (RDBMS)

## **INTERNET SOLUTIONS, New York, NY**

### **Senior Web Developer**

**March - August 2000**

- Provided front-end and database (MySQL, Microsoft SQL Server) development to a range of clients
- Used HTML and JavaScript to design and implement web interfaces
- Produced CGI scripts in Perl, ASP, and Adobe ColdFusion; banner ads and interstitials using Adobe Photoshop, ImageReady and Flash technology; interactive CD-ROM guides

## **OTHER EXPERIENCE**

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

## **TECHNICAL SKILLS**

Microsoft Access, Excel, InfoPath, MySQL, SharePoint, SQL Server, Word; Corel HoTMetaL Pro; Adobe Dreamweaver, Acrobat, ColdFusion, Flash, ImageReady, Photoshop; HTML, SGML, XML, Perl, PHP, ASP, JavaScript

## **CERTIFICATIONS**

Volt Technical Education 70-321t – Course in Software Testing with Microsoft Technologies (06/29/2009)

## **EDUCATION**

Graduate studies, English and Comparative Literature, COLUMBIA UNIVERSITY, New York, NY  
B.A., English literature, INDIANA UNIVERSITY, Bloomington, IN, 1990