

Resume of Bobbie Jo Morrell

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Work samples may be seen at www.morrellimage.com

Summary of Qualifications

- 12+ years experience in writing and editing
- 9 years experience in process mapping and documentation
- 6 years experience in website content, design and maintenance
- 10 years experience in desktop publishing and graphics
- ITIL Certified

Technical Skills & Certifications

- *Writing/Editing:* proposals, marketing materials, instructional materials, newsletters, web content, proposals, user documentation, software development
- *Web Design, Publishing & Graphics:* Macromedia Dreamweaver MX; Macromedia Flash MX; HTML; CSS; Adobe Photoshop CS; Adobe Acrobat Professional; Adobe InDesign; basic Adobe Framemaker; fundamentals of PHP/SQL
- *Office Applications:* Microsoft Office 2003 (*Brainbench Certified*); Microsoft Visio; Open Office 2.0; WordPerfect 9
- *Technologies:* Audio & Video Conferencing (IP based H.323 and SIP protocols); some telecom
- *Certifications:* ITIL Foundations; Six Sigma Green Belt

Professional Experience

Jan. 2007 to present: Centura Health IT, Englewood, CO—through Connecting People

- writing and editing user documentation online for a Polycom/Nortel integration based audio/video conferencing system using HTML, Dreamweaver, and Photoshop
- training personnel in the use of the Polycom/Nortel integration based audio/video conferencing system
- assisting in the planning and organization of policies and procedures according to ITIL principles
- writing and editing documentation for organization-wide IT policies and procedures using MS Word
- documentation and diagraming of IT processes and procedures using MS Word and Visio

Dec. 2006 and ongoing occasional: Urban Skye Project, Denver, CO

- redesigned website using Dreamweaver, PHP, SQL, Photoshop
- writing & editing web content, website maintenance (www.urbanskye.org) using Dreamweaver, HTML, PHP

Nov. 2006: Integral Data Systems, Denver, CO

- wrote and edited user and installation documentation for image viewer software in HTML format
- designed and desktop published a brochure for the company and specific software

July 2006: Focus on the Vine, Denver, CO

- wrote and edited technical user documentation for website management software
- conducted training sessions for website management software with clients

Feb. 2005 to Feb. 2006: Editor/Writer for US Fish and Wildlife Service – through ETI Professionals Inc, Lakewood, CO.

- wrote and edited text and coordinated design of full color brochures (sample available) for National Wildlife Refuge System
- selected photographs and artwork for use in brochures and exhibits
- developed Access database image library and wrote procedures for using it
- edited instructional/educational materials for use in environmental education

Dec. 2002- Dec. 2005: ETI Professionals Inc, Lakewood, CO

- wrote, edited, and desktop published proposal documents for contracts with the Federal government
- edited and desktop published internal and external company newsletters
- wrote and edited internal policy and process documentation
- diagrammed and evaluated processes for quality management purposes

Jan to Oct 2004: Writer/Editor/Administrator – HIV CareLink, Golden, CO.

- redesigned website using HTML and Dreamweaver
- wrote, edited and desktop published a process manual/user documentation covering office procedures, use of Access database, and organization of workshops
- designed relational database in Microsoft Access to track mailing lists, volunteer activities, workshop registration, program participation, and fundraising activities

Jun 2001 to Jun 2003: Writer/Editor -- Cadence International, Englewood, CO

- created and edited website for www.malachi.org and www.cadence.org
- edited fundraising newsletters for individual associates of the organization

Feb to Dec 2000: Senior Technical Writer -- CiTR, Inc. Boulder, CO

- wrote user documentation for middleware applications, data solutions and telecom solutions in HTML
- wrote and edited documentation for the software development life cycle process
- designed and wrote marketing brochure for AccessPoint (sample available)
- redesigned website and content for www.citr.com

Aug 1995 to Jul 1999: Flood Research Analyst -- GE Capital Mortgage Services, Lakewood, CO

- wrote and edited user documentation for digitizing flood maps using ESRI ArcView and ARC/INFO
- accomplished Six Sigma Quality Training (Green Belt) and participated in Quality Management initiative, including process mapping and documentation of flood research activities
- used GIS software, both proprietary and ESRI: ArcView and ARC/INFO

Jun 1993 to Jun 1995: Desktop Publisher -- Cadence International, Englewood, CO

- designed and wrote content for organization-wide marketing brochure (sample available)
- assisted in re-branding of organization: new name, new logo, and new graphic standards
- edited fundraising newsletters for individual associates of the organization
- scripted and produced video for organization's 40th anniversary

Education & Training

- **Bachelor of Science** in Botany, 1985, Iowa State University, Ames, IA
- **Master of Arts** in Counseling, 1992, Colorado Christian University, Morrison, CO
- **Six Sigma** Green Belt Training, 1997, Qualtec Six Sigma
- **ITIL** Foundations Certification, 2007, New Horizons