

i assist companies with online and print communications. projects range from single-handedly performing content management on a 15,000 page website for the coca-cola company to developing keynote graphics for the king center's mlk day celebration (which involved obtaining fbi security clearance since then vice president al gore was in attendance). as a journalist, my on-location assignments include a spa adventure in santa fe, gambling in biloxi, and covering the sundance film festival in park city. i multi-task, meet deadlines, and make clients happy.

KITTYBOY CREATIONS

atlanta, georgia | 1997 – present

freelance multi-media consultant

- clients include at&t, the coca-cola company, wells fargo, and fedex services. (see the following page for specifics about our work with these companies.)
- extensive experience with:

content management	front-end programming	branding
technical documentation	style guides	user flow charts
- versed in utilizing:

stellent cms	sap portal	sharepoint
wordpress	team rooms	wikis
social media	viral video	adobe creative suite
- expert copywriter and editor. projects include web sites, cd-roms, collateral materials (invitations, logistic packages, direct mail pieces) newsletters and press releases.
- columnist and journalist. dozens of magazine articles published in a variety of respected publications: *dossier*, *atlanta magazine*, *piedmont review*, *creative loafing* and *oz magazine*.
- graphic design services for web sites, company presentations and initiative branding.
- video production and editing.

TANDEM COMPUTERS

cupertino, california | 1996 – 1997

intranet management, marketing communications

- responsible for content, coding and design of americas division intranet page. weekly updates on products, services, financials, contracts and breaking news.
- coordinated executive-level customer programs. responsible for design and content of collateral materials, extending invitations, securing attendance and logistics.
- developed and managed a relational database of all division-level executive contacts. tracked revenue history, customer satisfaction, literature mailings and event attendance.

AMERITECH

chicago, illinois | 1995 – 1996

sales operations

- improved account assignment cycle time through creation of automated document tracking and filing system. developed a user manual and taught classes on the new system.
- created monthly report on top business unit sales. collected information on net-billed revenue, competition and sales cycle. reported information in on-line newsletter.
- managed executive sponsor program for the state of michigan. contacted high-level officers at customer accounts to introduce program goals and objectives. liaison to account teams on meeting dates, agenda and feedback.

TANDEM COMPUTERS

atlanta, georgia | 1991 – 1994

marketing communications

- editor of three quarterly employee publications. managed each issue from start to completion including content, layout and distribution.
- coordinated field marketing programs including direct mail campaigns, promotional event planning and product teleconferences.
- managed employee regional sales and bonus programs. reviewed eligibility requirements, tracked participant progress and recommended award recipients.

SIGNIFICANT PROJECTS AS KITTYBOY CREATIONS

the coca-cola company

- project manager for three web-based training courses for use on coke.net. coordinated business owner and developer activities, contributed content and editing, and performed extensive qa testing.
- lead front-end programmer of main company intranet site. responsibilities included graphics, programming and site structure for over 15,000 documents. content management using stellent cms.
- writer of twice-weekly intranet column focusing on timely global news involving the company. given the freedom to research, select, and write about company news items of global importance. in addition, wrote articles for the coca-cola company's human resources intranet site.
- lead front-end programmer for the redesign of the employee benefits site. initial site housed 2,000 html pages. continued on v2 of project and the creation of an sap portal.
- project lead and programmer for intranet-based new hire training tool. information presented on company history, bottling facilities, company structure and future plans.
- project lead, programmer and graphic designer for coca-cola fountain's overall intranet site. contributed to the creative concept, user interface and site structure.
- project lead and programmer of on-line catalog housing presentations, graphics and sales aids.

at&t/cingular

- lead programmer and designer of over 50 html email newsletters used throughout the u.s.
- developed custom outlook templates for field use.
- concepted and designed multiple logos for internal sales programs.

engage digital

- agency client: coca-cola. content management using stellent cms. formatted content and sidebars, and designed banners and supporting graphics for the coca-cola company's north america intranet.
- agency client: intercontinental hotels group. html email coding and graphics.
- agency client: home depot. lead copywriter of "for pros" section of homedepot.com.
- agency client: food lion. copyediting and copywriting for food lion internet site.
- agency client: ups. copywriting for ups racing nascar emails.

fedex services

- designer and editor of a monthly employee newsletter. responsibilities included graphics, programming, copywriting, ghostwriting, and overall editing.
- designed sales rep materials including industry reference guides and sic code web site.

knowledgestorm

- penned over 100 targeted external newsletters reaching audiences of up to 50,000 each. the newsletters were sponsored by and centered around products from major technology companies including adobe, blackberry, cisco, eds, gateway, hoovers, hp, ibm, microsoft, oracle, sap, siebel, symantec and verisign.
- designer and programmer of sales force web site to aid in customer presentations. responsibilities included graphics, programming and overall editing.

s1 corporation

- lead programmer and graphic designer of six product demonstrations for s1's internet banking solutions. the demos replicated the functionality of the live application but were self-contained on a cd. these cd-based sites were distributed at trade shows and through direct fulfillment.
- lead programmer and graphic designer of s1's products division intranet.

tandberg television

- research and development project utilizing microsoft sharepoint. developed sample sharepoint mini-sites as internal studies. used statistical analysis, industry best practices, and personal interviews conducted with company employees to craft a high-level document to aid the company in securing departmental buy-in for a redesign of the company's intranet and team rooms.

EDUCATION

baton rouge, louisiana | 1984 – 1988

louisiana state university

- bachelor of arts. significant coursework in journalism, advertising and english literature.

CLIENT KUDOS

fedex services

- *her work product has exceeded our expectations on all engagements and has been well received within the organization. in addition, her sales tools have been particularly effective in the marketplace. although lynn works remotely of our primary hq in memphis, she has always been easy to reach and quick to respond, and she always meets all of our deadlines.*

at&t

- *lynn has provided excellent support for the development and execution of a variety of communications initiatives. I can confidently recommend her as a solid and reliable consultant.*

the coca-cola company

- *i want to thank you personally for all your help on producing the new code of business conduct. this was an important project, well and thoughtfully executed, with an excellent result. i appreciate your many contributions.*

engage digital

- *you are so easy to work with, and I appreciate the consistency and quality of the content you produce.*

s1 corporation

- *lynn's responsibility was to hand-code html, design the visual interface, and document technical specifications for future developers. everything requested of her was completed on time and on budget. she was also a pleasure to work with and I would not hesitate in retaining her services in the future.*

image film & video center

- *lynn has been very easy to work with and I find her to be both personable and accommodating to the quick turn-around needed by our media center. for this reason, i recommend her without reservation.*

CREATIVE WRITING AWARDS

- southeastern media award screenplay competition \$100,000 prize package winner.
- slamdance screenplay competition award of excellence (top 10 of 1,500).
- university of chicago cinestory competition finalist (top 8 of 850).
- san jose state bulwer-lytton literary parody contest (dis)honorable mention.

RELATED ACTIVITIES

- feature film producer and screenwriter. in charge of hiring, contracts, budget, timelines, scheduling, marketing, and publicity for an award-winning 16mm film which screened in 35 film festivals around the world and is now available for rental and purchase on DVD.
- board of directors, 2006, asifa-atlanta (association internationale du film d'animation).
- instructor, 2006, image film & video center.
- judge, 2005 southeastern media award filmmaker competition.
- judge, 2006 perfect pitch screenplay competition.
- judge, 2007 Isu film club annual film festival.
- screening committee, 2002 – 2004, atlanta film festival.
- guest speaker at numerous events including engagements hosted by women in film, image film & video center, southern polytechnic state university and metropolitan atlanta better films council.
- Profiled or quoted in numerous print and broadcast media outlets. *quad city times, creative loafing, moviemaker, film threat, the advocate, good day alabama, and 680am baltimore*, among others.