



LYNNE M. BROWNE

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www.sunyit.edu/~brownel/portfolio

CAREER PROFILE

I am a detail-oriented, multi-tasking professional who is willing to go “above and beyond” the job description. I excel in many software programs used in the communications field and can work in both PC and Macintosh platforms.

EXPERIENCE

Jan. 2001 - Present

Web Coordinator

SUNY Institute of Technology, Utica, NY

- Develop and implement website content including photography and written material
- Collaborate with webmaster to create new site for SUNYIT
- Meet with all levels of staff to develop new web pages, edit existing pages, and advise clients how to use the SUNYIT website (www.sunyit.edu) to communicate effectively
- Assist Director of Public Relations with media relations and document editing
- Take high-quality photos used in promotional, four-color publications

Dec. 1999 - Jan. 2001

Public Relations Specialist

Oneida BOCES, New Hartford, NY

- Supervised three full-time employees
- Worked with more than 35 clients (school districts and BOCES programs) to produce effective public relations projects
- Involved in all aspects of design, writing, editing, and photography
- Coordinated special events, media relations and paid advertising
- Served as webmaster for Oneida BOCES and School Library System websites
- Served as interim supervisor from September 1999 until promotion in December 1999

Aug. 1990 - Dec. 1999

Public Relations Assistant

Oneida BOCES, New Hartford, NY

- Worked directly with school superintendents and BOCES clients on communications projects
- Designed and produced newsletters, catalogs, calendars, brochures, logos, websites, presentations, communication campaigns, and videos
- Involved in all aspects of design and photography including portrait photography
- Wrote and edited news releases and other copy for publications
- Mentored student interns and coworkers
- Served as technical troubleshooter for office equipment and software
- Acted as liaison with in-house print shop

Sept. 1992 - June 1994

Desktop Publishing Instructor

Madison-Oneida BOCES, Verona, NY

- Taught desktop publishing to continuing education students using various software packages
- Tailored projects to meet each individual's level and needs

1990 - Present

Owner

Lynne Browne Designs, Rome, NY

- Operate a free-lance design company
- Create websites and print materials for clients
- Offer computer training as well as consultation

Aug. 1989 - Aug. 1990

Graphic Artist

OMP Printing, Clinton, NY

- Designed and typeset printed materials
- Worked directly with customers to effectively communicate concepts into actual printed products
- Transferred to position from Speedy-Pro Printers



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EXPERIENCE (CONTINUED)

Sept. 1987 - Aug. 1989

Manager/Graphic Artist

Speedy-Pro Printers, New Hartford, NY

- Supervised full- and part-time employees
- Designed printed pieces for customers
- Worked directly with advertising agencies, marketing directors and other customers
- Prepared quotes and invoices while maintaining quality customer service

Nov. 1983 - Sept. 1987

Graphic Artist

PAR Technology Corporation, New Hartford, NY

- Designed graphics for proposals, reports and presentations
- Consulted with technical editors, project managers, and section managers to integrate and organize graphics in documents
- Designed and created newsletters as well as advertisements for magazines and newspapers

TECHNICAL SKILLS

Advanced	Skilled	Intermediate
Adobe PageMaker	Adobe InDesign	Adobe Illustrator
Adobe Photoshop	Macromedia Director	Cascading Style Sheets
Macromedia Dreamweaver	Macromedia Flash	JavaScript
Microsoft Powerpoint	Macromedia Freehand	Microsoft Access
Microsoft Word	Microsoft Excel	QuarkXPress

SPECIALIZED SKILLS

Graphic Design	Videography	Leadership/Supervisory
Photography	Website Design	Mentoring/Teaching
Public Relations	Writing/Editing	Presentation Development

EDUCATION

December 2004	SUNY Institute of Technology, Utica, NY BS Degree, Professional and Technical Communication - 3.71 GPA
May 1983	Cazenovia College, Cazenovia, NY AAS Degree, Advertising Design - 3.61 GPA

PROFESSIONAL ORGANIZATION

SUNY Council for University Affairs and Development (SUNY CUAD)

REFERENCES

Available upon request.