

Fran Kelly

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Objective

Creative services support professional seeking permanent part-time position.

Skills best used as InDesign Layout Assistant, PowerPoint Presentation Specialist, advanced Document Processor.

Summary

Seasoned, responsible, many years corporate experience, document processing since 1986.

Intermittent freelance creative services experience since 1994.

Focused on document polish, consistency, clarity, and user-friendliness, using Chicago Manual of Style.

Software fluency

Expert in Microsoft Office through 2003, especially PowerPoint and Word.

Highly proficient in Adobe InDesign CS2 and Acrobat, and knowledgeable in Photoshop and Illustrator.

Portfolio

No organized collections of work, but there are some examples at www.greatpagesalive.com.

Corporate experience

Carollo Engineers, specialists in water and wastewater, Walnut Creek, CA, 2006-2008

Proposal Layout Assistant, using InDesign CS2

Worked closely with the proposal coordinators, worked with team and subconsultant resumes.

- Brought quality-affecting items to coordinator's attention.

- When assigned, read proposal documents for consistency and readability, and back-checked others' work.

- Performed production and completed follow-up tasks.

Updated company standard Statements of Qualifications, and uploaded to database.

- Assembled SOQs to fulfill branch requests, tracked orders, maintained covers and tabs inventory.

- Edited resumes for consistency with standards, and formatted new resumes for review.

Performed administrative tasks as assigned, in addition to regular monthly administrative functions.

Resource for answering software use questions.

Creative Services, 1999-2003

- Ernst & Young, LLP, Walnut Creek, CA

- Prudential Volpe Technology Group, San Francisco

- Lehman Brothers, San Francisco

Document Processor - A C Nielsen, San Ramon, CA, 1998-1999

Section Secretary - Merrill Lynch, Denver, CO, 1996-1998

Publications Technician - Resources Trust Company, Denver, 1993-1994

Marketing Department Secretary - Resources Trust Company, Denver, 1986-1992

- Awards for innovation and for internal customer service

Freelance customers - international management consultants since 1994

Creative services materials support including animated presentations, training and marketing materials, website design and maintenance, Visio diagrams, editing, copyediting, formatting complex reports, etc.

Verna Allee, Verna Allee Associates, Martinez CA, www.vernaallee.com

President, Value Networks, LLC, San Francisco

Verna is recognized worldwide for her work in value networks, intangible assets, communities of practice, and new business models. She is a practitioner, thought leader, author, and frequent keynote speaker. Through her own global value network she consults with a variety of organizations, including Cisco and Boeing. Her *ValueNet Works*™ method is being widely adopted by organizations and purposeful networks as a foundational methodology for understanding complex adaptive organizations and value creation. Have worked with her since 1994, doing all materials support, plus administrative. Created her website in 1998 and keep it updated. Also live with, house-sit, and pet-sit for Verna, my sister, when she travels.

Steve Waddell, Global Action Network Net (GAN-Net), Boston, MA, www.gan-net.net

Steve is founder and Executive Director of Global Action Network Net (GAN-Net), a growing group of leaders and practitioners who address international issues such as trade, poverty, environmental degradation, and sustainable development. He is a consultant and widely published author in societal learning and change, with academic affiliations. Began working with Steve around 2002, supporting him and Verna in a research project for the Global Reporting Initiative: Network Development in South Africa. Then formatted large reports for him, and helped with GAN-Net's newsletter until it became web-based.

Oliver Schwabe, Eurofocus International Consultants, Ltd., Germany, www.euro-focus.com

Oliver is an educator with special focus on the interactions of people, processes, organizations, and technology. He supports organizations in shifting to powerful and sustainable network-centric architectures and business models. Began working with him in 2001, working on training materials. He leads the development of the web-based application, *ValueNetworks.com*[™], as a partner in Value Networks, LLC. Am currently assisting with beta testing the application and writing and formatting the documentation. Through a number of new developments since 2005, I copyedited and formatted the extensive User Guide for the predecessor application, *Gen/sis*[™].

Memberships and volunteerism

Bay Area Editor's Forum, San Francisco, CA - member and former membership co-chair.

Best Friends Animal Sanctuary for abused and abandoned pets - member and volunteer in 2004 and 2005.

House Rabbit Society headquarters, Richmond, CA - occasional volunteer animal care, habitat cleaning.

Education

Wichita State University - science, math, music

Continuing education:

- Arizona Tech - computer programming, diploma, high honors
- Metro State-Denver - GIS, 4.0 (1990)
- "The Versatile Copyeditor" - 15-hour course (04-05/2002)