

Fran Kelly

1912 Strayhorn Rd, Pleasant Hill, CA 94523
925-825-2664

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.

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.

Details are at www.greatpagesalive.com.

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)