

Allison X Kozak

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Objective Member of web & online communications development team

Relevant Skills

- Web site design, content development & management using numerous technologies
- Extensive experience with online communications technologies & strategies
- Graphic design & print media production (PageMaker, Quark, Photoshop, Illustrator, Acrobat)
- Extensive experience with most MS applications
- Video editing for tape & digital delivery (Avid XPress, Final Cut Pro)
- Superior communication, project management & organizational skills

Chronological Employment History

2001-present

Earthjustice
Oakland, CA

Director of Online Communications

- Responsible for organization web site receiving more than 500,000 hits monthly, including content development, management, site expansion & marketing
- Responsible for cultivating online community of 85,000, using email about advocacy & support opportunities
- Created & maintained independent campaign-based web sites
- Redesigned & expanded organization intranet
- Designed & produced digital video clips for online delivery & news b-roll
- Designed & produced print collateral for organization promotion

2000-2001

Goodwill Industries
San Francisco, CA

Web Developer & Application Support Specialist

- Developed first agency intranet within international organization, including integration with multiple MySQL databases, extensive PHP programming, user-customized interface
- Managed existing web site & expanded to include on-line donation capability
- Designed & implemented computer application training programs for 300 person agency

1998-2000

PCG, Inc.
San Francisco, CA

Web Developer & Application Trainer

- Developed web sites for major nonprofit & corporate clients
- Provided floor support for law firms migrating to MS environment
- Developed marketing collateral & annual reports

1996-1997

Manpower, Inc.
Poughkeepsie, NY

Computer Applications Trainer

- Conducted PC based training for more than 20 mainstream applications
- Expanded training program from internal use to outside sales

1992-1996

HKS Environmental
Fort Montgomery, NY

Principal, Environmental Consultancy

- Cofounded environmental consultancy focused on toxic waste investigation & remediation

Education BA Geology; Vassar College, Poughkeepsie, New York
Numerous continuing education courses in computer sciences

Other Numerous presentations & publications