

ROXANNE WEBER

Sioux Falls, SD 57103

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PROFESSIONAL OBJECTIVE: To utilize my administrative and managerial skills remotely to help enhance, engage, and grow businesses for monetary success.

TECHNICAL SKILLS SUMMARY

- ◆ **OFFICE:** Microsoft Word, Excel, Access, Outlook, Power Point, OneNote, Adobe Acrobat Professional
- ◆ **DESIGN:** Adobe Photoshop, Illustrator, In-Design and Dreamweaver CS4
- ◆ **BLOG/DEVELOPMENT:** WordPress Administration/Development, Proprietary CMS systems
- ◆ **STATISTICS:** Web Analytics: Google Analytics, Omniture, PiWik Open Source and proprietary software; SPSS and STATA
- ◆ **COMMUNICATIONS:** Skype, Yahoo! Messenger, MS Outlook, MSN Messenger, DropBox
- ◆ **DEVELOPMENT:** HTML, CSS, PHP, Javascript, Web 2.0

KEY PROFESSIONAL EXPERIENCES:

Senior Community Moderator (remote & on-site), Bizmore.com, San Francisco, CA 94133

Helped develop protocols and procedures for the online community at this new and growing social media website. Managed moderator staff on UI and interface upgrades, testing software implementations and design options, and helping to grow and moderate the online community.

Online Web Development & Advertising Manager, Argus Leader, Sioux Falls, SD 57104

Manage all online advertising campaigns utilizing comprehensive ad management system software. Coordinate independent projects for internal process improvements. Work intra-departmentally to advance online advertising improvements and develop intra-departmental relationships.

Business & Production Manager, Coyote Publishing & Printing, Inc., Aberdeen, SD 57401

Developed systematic internal processes system for this growing small business. Charged with the organizational development of staffing needs, marketing strategy, business outlooks, accounting efficiencies, organizational management and systems processes. Acted as principal consultant concerning business strategy and development for future growth.

Business Manager, Fireplace Specialists, Sycamore, IL 60178

Office management, marketing, and accounting roles, including various business growth marketing promotions, advertising campaigns and analysis of continued business improvement and expansion efforts.

EDUCATION:

Master of Public Administration

Southern Illinois University-Carbondale, IL

Bachelor of Science, Political Science

Northern State University-Aberdeen, SD

Associate in Science, Computer Science

Presentation College-Aberdeen, SD