

Janet M. Rousseau

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Professional Profile

- Creative, goal-oriented information technology professional possessing solid communication and information design skills.
- Organized and experienced in managing multiple projects, meeting deadlines, driven to excellence, and committed to a strong work ethic.
- Adapts quickly to an ever-changing environment and overcomes new challenges.
- Savvy designer and polished, persuasive communicator with over 10 years experience in:
 - Producing instructional videos for various software products
 - Integrating technology into the curriculum
 - Implementing differentiated instruction in the classroom
 - Developing instructional materials for educators and students using various media
 - Designing accessible websites
 - Developing useful assessments for ascertaining student success

Advanced Computer & Technology Skills

Microsoft Office Suite

- Access
- Excel
- Outlook
- PowerPoint
- Publisher
- Word

Adobe Creative Suite

- Acrobat Pro
- Flash
- Dreamweaver
- Illustrator
- InDesign
- Photoshop

Other Software/Mark-up Languages

- Adobe Premiere Pro
- Camtasia Studio
- Cascading Style Sheet (CSS)
- Extensible Mark-up Language (XML)
- Hypertext Mark-up Language (HTML)
- Really Simple Syndication (RSS)

Education and Credentials

Present	Pursuing a Bachelor of Applied Science Degree Siena Heights University—Monroe Campus [Adrian, MI]
December 2004	Associate of Applied Science Degree—Web Design Monroe County Community College [Monroe, MI]

Professional Training and Certifications

- | | |
|---|------------|
| • Microsoft Office Specialist Master Certification—Microsoft Office XP/2002 | June 2003 |
| • Internet and Computing Core Certification (IC ³) | April 2003 |
| • University of Michigan Center for Corporate & Professional Development | |
| ▪ Certified HTML Developer | July 1999 |
| ▪ Certified HTML Author | May 1999 |

Professional Experience

- October 2000 - Present
- Technology/Communications Support Specialist**
Monroe County Intermediate School District, Curriculum & Instruction [Monroe, MI]
- Authored monthly Tech Tips video and print technology tutorials for myriad computer applications; distributed via RSS technologies
 - Maintained a 750+ page website (<http://misd.k12.mi.us>) that was featured as *Site of the Week* by www.techLearning.com (October 13, 2006)
 - Reengineered the website and all downloadable materials for compliance with international and Federal Government Section 508 accessibility standards
 - Served on implementation team and help desk support for the following web-based software available to all Monroe County K-12 Educators:
 - Pearson Benchmark and Inform (student assessment and performance)
 - Coursewhere (professional development tracking and registration)
 - Recognized for outstanding quality of help desk support with numerous personal commendations from staff and administrators
 - Recommended various technologies to increase classroom maintenance efficiency, improve assessment, and incorporate it into all curriculum areas
 - Instructed classes on various operating systems, online applications, common productivity tools, email, networking, and digital photography
 - Initiated the Microsoft® Office Specialist certification testing program
 - Active member of the Internal Pilot Team for all district technology initiatives, including distance learning and the integration of technology into the curriculum
- August 2005 - Present
- Adjunct Faculty**
Monroe County Community College, Business Division [Monroe, MI]
- Provided instruction on various Adobe software, typography, and industry-standard web and graphic design practices, keyboarding, and the introductory course in the Administrative Professional program
 - Developed instructional materials and learning aids
 - Integrated Blackboard, the Internet, and other technology tools into all classes
- August 1999 - June 2000
- Computer Instructor**
Monroe County Community College, Lifelong Learning Division [Monroe, MI]
- Provided instruction on the Microsoft Windows® operating system, the Microsoft Office Suite, e-mail, and the Internet
 - Developed all instructional materials and learning aids
- March 1996 - September 2000
- Technical Writer II**
La-Z-Boy Incorporated, Information Systems [Monroe, MI]
- Designed, authored, and edited instructional manuals, electronic help systems, websites, and other print and electronic publications
 - Documented business process diagrams and maps
 - Developed design standards for all print and electronic publications, including websites, newsletters, and electronic forms
 - Evaluated, recommended, and implemented a new enterprise-wide messaging and collaboration solution
- December 1994 - March 1996
- Administrative Assistant**
La-Z-Boy Incorporated, Information Systems [Monroe, MI]
- Developed a Microsoft Access database for tracking departmental invoices, global shipments, and supplier maintenance contracts
 - Coordinated global shipments to remote plants and subsidiaries
 - Performed cost accounting for \$5,000,000 in maintenance contracts

September 1990 – **Administrative Assistant**

November 1994 Fermi II Nuclear Plant, Various Departments [Newport, MI]

- Maintained a time-keeping and billing database of more than 500 employees
- Coordinated security clearances and training for 35 contracted engineers and technicians for Westinghouse Electric
- Revised NRC-regulated plant procedures, training materials, and student manuals, tests, and study guides for the Technical Engineering, Material Engineering, and Training departments

December 1986 – **Other Employment** [Monroe, MI]

September 1990 Held various full-time and part-time positions in the manufacturing, real estate, customer service, retail, and fast food industries.

Professional Affiliations

- Association for Supervision and Curriculum Development (ASCD)
- Monroe County Community College Computer Information Systems (CIS) Advisory Committee
- National Association of Photoshop Professionals (NAPP)
- International Webmaster's Association/HTML Writer's Guild (IWA/HWG)
- Guild of Accessible Web Designers (GAWDS)

Conferences

Presented at the National School Board Association Technology and Learning (T+L) Conference [Denver, CO] – October 2005: *Universal Design + Innovation = A Web Site 4 Everyone*

Professional References

Lana Shryock, Professor of CIS
Monroe County Community College
1555 South Raisinville Road
Monroe, Michigan 48161
734.384.4146

Susan Dozier, Executive Secretary
Monroe County Intermediate School District
1101 South Raisinville Road
Monroe, Michigan 48161
734.242.5799 x1310

Debra Boughey, Director
La-Z-Boy Incorporated
1284 North Telegraph Road
Monroe, Michigan 48162
734.242.1441

Personal References

Janet Timko, Early Childhood Educator
2310 Hollywood Drive
Monroe, MI 48162
Home: 734.243.5061

Sue Collier, Law Office Manager
2398 Labo Road
Carleton, MI 48117
Home: 734.654.8553 • Work: 734.272.7600

Wendy Roney, Hospital Supervisor
508 Humphrey
Monroe, MI 48161
Home: 734.242.142