

Janet M. Russeau

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Education and Credentials

- Bachelor of Applied Science Degree—Internet Professional, Web Design August 2009
Siena Heights University [Adrian, MI]
Graduated Cum Laude, Honors GPA 3.69
Member of Alpha Sigma Lambda
 - Associate of Applied Science Degree—Internet Professional December 2004
Monroe County Community College [Monroe, MI]
GPA 3.03
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Professional Training and Certifications

- Microsoft Office Specialist Master Certification—Microsoft Office XP/2002 June 2003
 - Internet and Computing Core Certification (IC³) April 2003
 - Certified HTML Author and Developer May—July 1999
University of Michigan Center for Corporate & Professional Development
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Professional Affiliations

- Alpha Sigma Lambda (National Honor Society for Continuing Education and Lifelong Learning)
 - 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)
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Professional Experience

Technology Application Specialist November 2007 - Present

Monroe County Intermediate School District, Curriculum & Instruction [Monroe, MI]

- Design queries and reports for the Student Information, Employee, and Financial systems for the ISD and 22 consortium school districts
- Sustain and enhance the use of Pearson Benchmark, Inform, Data4SS, and data extracted through Impromptu to assist schools in making data-based decisions
- Support the Regional Data Initiative (RDI) Grant
- Administer daily operations and implement software enhancements for various online applications (Coursewhere, Pearson Benchmark and Inform, Data4SS)
- Active in planning and implementing the annual Countywide Inservice Day for 2,000+ educators; manage and facilitate sessions for one conference location
- Demonstrate mastery of data analysis and extraction tools such as Cognos Impromptu, Microsoft Excel, and Microsoft Access
- Work with standard database query, data manipulation, and business-reporting tools; business solutions applications; and Microsoft Office Suite
- Take a pragmatic approach to define problems, collect data, establish facts, and draw valid conclusions
- Exhibit an ability to not only extract data, but to present the results in a concise and meaningful manner to a variety of audiences, including administrators
- Demonstrate in-depth knowledge and experience with Data Integration, relational database concepts, and query tools
- Learn new systems quickly to extract pertinent information and use the features of those systems to the fullest advantage
- Demonstrate analytical, quantitative, and problem solving skills

Professional Experience (continued)

Technology/Communications Support Specialist October 2000 - November 2007

Monroe County Intermediate School District, Curriculum & Instruction [Monroe, MI]

- Satisfied online computer software training needs by authoring monthly *Tech Tips* video tutorials distributed via the website and RSS technologies
- Served as Webmaster for a 700+ page website (featured as *Site of the Week* by www.techLearning.com) and maintained compliance with international and Federal Government Section 508 accessibility standards
- Administered daily operations and for Coursewhere, an online professional development registration and tracking system
- Increased classroom maintenance efficiency; improved proctoring and feedback of student assessments; and assisted in differentiating instruction by recommending various technologies for classroom integration
- Implemented the Microsoft Office Specialist certification testing program

Adjunct Faculty August 2005 - Present

Monroe County Community College, Business Division [Monroe, MI]

- Provided instruction on various Adobe software, web and graphic design, keyboarding, Microsoft Office software, and basic computer use
- Integrated Blackboard, the Internet, and other technologies into all classes

Technical Writer II March 1996 - September 2000

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 processes and created 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

Administrative Assistant December 1994 - March 1996

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

Administrative Assistant September 1990 - 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, student manuals, tests, and study guides for Detroit Edison Fermi personnel

Other Employment [Monroe, MI] December 1986 - September 1990

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

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*

References

Professional and personal references are available upon request.