

## Organizer/Writer

Spreading a world of information at your feet

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### OBJECTIVE

**Indexer** Member of the American Society of Indexing, past President of regional chapter, with a proven ability to research, digest and present knowledge to people of varying cultural and educational backgrounds, for both academic and practical purposes; define audiences, determine priorities, develop strategies, and identify costs and resources; negotiate. Recognized as an expert in oral and written communication.

**Respected leader**, able to build highly motivated teams focused on achieving goals with meager resources. Able to manage teams to meet deadlines, locally and at a distance.

#### Areas of Expertise

Indexing

Proofreading

Editing

Oral and Written Communication

Research and organization of information

Presentation to wide variety of audiences

Analytical, mathematical, interpretive and financial skills

### TARGET JOB & ORGANIZATION

<b>Desired Job Type:</b>	Indexing
<b>Desired Status:</b>	Full-Time
<b>Site Location:</b>	Panhandle of Idaho; internet accessible
<b>Description of my perfect job:</b>	Contract Indexer
<b>Career Level:</b>	Mature Career (25+ years of experience)
<b>Date of Availability:</b>	Immediately
<b>Target Organization:</b>	Publishing House, author, University Press
<b>Organization Size:</b>	No Preference

**WORK STATUS: U.S.** I am authorized to work in this country for any employer.

### EXPERIENCE

2005-present Self-Employed Indexer, Editor, Proofreader Sagle, ID

Contract Indexer for publishers and authors including University of Georgia Press, Indiana University Press, University of Pennsylvania Press, SUNY Press, Yale University Press; ABC CLIO, Berhan Books, Cambridge Scholars Press, Greenwood, Human Kinetics, Keokee Co., , Libraries Unlimited, Praeger, Sourcebooks, Springer.

1993-2004 Self-Employed Consultant Sandpoint, ID

Funds Facilitator/Grant Writer, Trainer, Financial and Project Manager for a variety of organizations including Idaho School District #82, Sandpoint Area Seniors, Sandpoint Charter School, Bonner County Partners in Care Clinic, St. Maries Volunteer Community Clinic, Panhandle Animal Shelter, Panhandle State Bank.

1985-1993 Samsara Ltd CEO Philadelphia PA

Designed, wrote & marketed Clerk of the Works®

Raised capital for Clerk of the Works® Accounting Software for Architects

Recruited board members.

Interviewed, hired and supervised employees.  
 Negotiated contracts with partners, customers and vendors.  
 Prepared legal and financial documents.  
 Managed a “virtual” company with phone, fax & modem.  
 Produced & marketed computer accounting applications for small businesses  
 Developed and used course material for computer business software.

1984-1985    MBI Business Centers                      Head Trainer                      Philadelphia PA  
 Designed, managed & taught courses for business computer applications

1982-1984    Macalester College                      Assistant Professor of Philosophy                      St. Paul MN  
 Full undergraduate teaching/ advising/ committee load  
 Founded Department of Romance Science

1981-82            Northwestern University    NEH Fellow                      Evanston IL  
 Seminar and independent research funded by the National Endowment for the Humanities.

1976-1981    Bates College                      Assistant Professor of Philosophy                      Lewiston ME  
 Full undergraduate teaching/ advising/ committee load  
 Edited colleague’s books.  
 Pioneered joint appointments with spouse.

**EDUCATION**

1968-1972 B.A. cum Laud, University of Pennsylvania Philadelphia PA  
 1972-1979 Ph.D. Philosophy, Cornell University Ithaca NY

**SKILLS**

	<b>Skill Level</b>	<b>Last Used</b>	<b>Experience</b>
Analyze and interpret documents	Expert	Currently use	43 years
Speak in public to all audiences	Expert	Currently use	36 years
Publish original work	Expert	Currently use	34 years
Generate innovative practical ideas	Expert	Currently use	53 years
Mathematical skills	Expert	Currently use	53 years
Resiliency	Expert	Currently use	39 years
Standard software and office equipment	Expert	Currently use	27 years
Technical Troubleshooting	Intermediate	Recently used	27 years

**COMMUNITY SERVICE**

President Pacific Northwest Chapter American Society for Indexing 2009-2010  
 Guardian/Conservator for Bonner County Board of Guardian  
 Volunteer Tutor for Special Needs Students  
 Past President American Association of University Women, Sandpoint, ID  
 Fundraiser Project manager for She-Net, the public schools’ first access to the Internet  
 Founded Sandpoint Community Net® first access to the Internet  
 Volunteer Coordinator for County Commissioner & State Senator campaigns  
 Wrote 501C3 for local Native American story telling organization

**REFERENCES**            Upon Request