

Brenda J Willis
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Education

Athens Area Technical Institute
Athens, GA
Diploma: Computer Programming – 2000

Athens Area Technical Institute
Athens, GA
Certificate of Training: Marketing - 1985

Akers Computerized Learning Center Inc.
Athens, GA
Certificate of Training: Office Automation – 1988

Cedar Shoal High School
Athens, GA
Diploma 1979

Programming

ASP, C, COBOL, HTML, CSS, PHP, Java, Visual Basic, RPG, SQL, MS DOS

Software

Macromedia Dreamweaver, Fireworks, Flash, FreeHand, Contribute
FileMaker Pro
Adobe Acrobat, Photoshop, Illustrator
Microsoft Office (Access, Excel, PowerPoint, Word, Publisher)
PageMaker
WebCT
Corel WordPerfect
Anti Virus

Operating Systems

MS Windows 95, MS Windows 98, MS Windows 2000, MS Windows XP, Windows Vista, MS Server 2000 and 2003

Work Experience

IT Professional Specialist

Department of Horticulture, University of Georgia
November 2000 to present
Athens, GA

Major Responsibilities:

- ❖ Design and Maintenance of the Southern Region Small Fruit Consortium web site, <http://www.smallfruits.org/>
- ❖ Design and Maintenance of departmental web site using CAES Web team template/style sheets, <http://www.hort.uga.edu/>
- ❖ Trouble-shoot computer/web applications
- ❖ Provide desktop and notebook computer support
 - computer/hardware setup and maintenance
 - software order, installation, and support
 - obtain quotes for computers, printers, scanners, cameras, etc.
- ❖ Act as domain network liaison (DNL) for department

Special and Ongoing Projects:

Design and Maintenance of Cultivated Root and Tuber Crops of the World web site, <http://www.uga.edu/rootandtubercrops/>.

Design and Maintenance of Orange Bulldog Pumpkin web site, <http://www.orangebulldogpumpkin.uga.edu/>.

Design and Maintenance of Gospel Pilgrim Cemetery web site, <http://www.uga.edu/gospelpilgrim/>.

Design and Maintenance of GPS web site, <http://www.uga.edu/gpshort/>.

Initial design and set up of Significant Trees of Georgia web site, <http://www.uga.edu/significanttreesofgeorgia/>.

Maintenance/Updates of Organic web site, <http://www.uga.edu/organic/>.

Computer Services Specialist II

(Departmental Webmaster)
University System of Georgia Independent Study
July 1992 to November 2000
Athens, GA

Major Responsibilities:

- ❖ Design, maintain, and update USGIS online bulletin , Faculty Resource, advisor pages, and printable/online registration forms
- ❖ Maintain Independent Study internet/web courses
- ❖ Trouble-shoot computer/web applications
- ❖ Train faculty in use of WebCT
- ❖ Test instructional resources for ease of use, browser capability, cross-platform capability, and performance
- ❖ Coordinate the processing, distribution, and maintenance of course and faculty evaluations
- ❖ Create multi-media presentations, marketing materials, administrative reports
- ❖ Maintain/update departmental mailing database, microfilm, and microfiche records

Special Projects: Created and implemented mailing database, cataloging/labeling of Artwork (The Rogers Collection) and created/formatted conference agenda for the Native American Inclusion Project during the 1996 Summer Olympics, providing clerical assistance.

Designed and formatted HTML documents for three USGIS courses (WebCT), based on materials provided by faculty.

Co-authored "Less is More: Matching Resources to Web Course Development" in the online journal Technology: Teaching & Research in The Humanities, Vol. 1, Fall 2000.

Data Entry Clerk

Office of Student Financial Aid, University of Georgia
January 1990 to August 1992
Athens, GA

Major Responsibilities:

Input data from Student Financial Aid documents, printing, reviewing, and mailing award letters, update procedures using WordPerfect, and balance monthly Fund Master Report.

Reference:

Reference will be provided upon request.