

Kristin Bridget Steger Lynch
4030 Canterbury Drive | Erie, PA 16506-5329
cell: 814.881.5882 | skype: 814.806.2582
e-mail :: kristin@kristinlynch.com
linkedin :: <http://linkedin.kristinlynch.com>

TECHNOLOGY CONSULTANT / SPECIALIST

Hands-on technology consultant and project manager with 15 years experience working in various facets of Internet production and marketing including web site design and development, maintenance, telephone and e-mail support, training, blogs, copy writing, e-mail, e-newsletters, CMS, databases, podcasts, audio/video and social media. Fluent on both PC and Mac platforms.

Skilled analytical problem-solver, creative thinker, effective troubleshooter, able to quickly learn new technologies, able to relate well to people of all skill levels and communicate technical information in an understandable manner.

TECHNICAL AND PROFESSIONAL SKILLS

- Fluent in HTML and CSS
 - Working knowledge of XML, PHP, ASP and SQL.
 - Proficient with Dreamweaver, FTP and other development applications.
 - Comfortable with a variety of third-party web applications and other tools necessary to create and maintain web sites.
 - Comprehensive and exhaustive knowledge of several popular Internet technology operations.
 - Fluent in all current social media tools including podcasts, Twitter, Facebook, YouTube, etc.
 - Fluent in WordPress (.COM and .ORG), Blogger, TypePad, Movable Type and other blogging platforms.
 - Comfortable with both PC and Mac hardware and software installation configuration and maintenance; Internet technologies, peer-to-peer and corporate networking.
-

PROFESSIONAL EXPERIENCE

Kristin Lynch Interactive Solutions
Owner

January 2009 to Present

Technology consultant specializing in web development/management, databases, blogs, CMS, hosting and e-mail, copy writing, systems management, research, implementation, etc.

Just finished a 6-month consulting project for Saint Vincent Health System to help their new web development company redesign and migrate their web site.

I also write a technology blog called 'technotes' that can be found here: <http://www.kristinlynch.com/blog> and a personal, private blog.

CyberInk-LP, Erie, PA
Producer / Interactive Operations Manager

August 1997 to January 2009

Summary of Responsibilities

Worked as technical and web producer on development team to create new web sites and redesign existing sites. I managed all technical aspects of these projects from domain registration and hosting, e-mail set up, design and navigation development, management of all third-party tools, workflow and project management, training and support.

Manage domain registrations, web site hosting, user/FTP accounts, in-house systems, etc.

- Responsible for creating and maintaining all technical accounts for internal and client web sites; managing domain transfers and client web hosting information – including e-mail accounts, etc.
- Responsible for managing PC hardware/software budgets and purchasing; installation and maintenance of PC and various telecommunications equipment; service pack and virus protection updates.
- Created procedures for in-house and client data archives.
- Responsible for all product research and evaluation of hosting environments.

Manage hardware and software research, testing and evaluation.

- Responsible for evaluating hardware, software and publishing systems ranging from company intranet, account management, publishing tools and vendor partnerships.
- Worked directly with vendors to establish systems, workflow and project management from start through completion and launch, continuing as necessary for modifications, technical issues, further integration, etc.

Develop and maintain GoErie.com, the news and community web site for the Erie Times-News.

- Responsible for overall management of GoErie.com, starting with development of GoErie.com from initial conception in 1997 through various design changes and publishing tools up to 2009.
- Lead project manager of GoErie.com, managed redesign team throughout all of 2005 while simultaneously reprogramming the entire web site.
- Worked on a variety of other online project redesigns such as classifieds, Showcase, etc.

Create, maintain and support tertiary web sites and 3rd party vendor relationships.

- Worked with several 3rd party vendors to incorporate additional site tools and content into new and existing web sites. Vendors include but are not limited to: Open AdStream, MyCapture, Legacy, ExactTarget, Planet Discover, Zwire, KickApps, Clickshare, PlaceMyAd, Omniture, Topix, WordPress, Movable Type, YouTube and Olive.
- Managed the overall transition from previous tools and partnerships to new tools and partnerships from redesign, feed changes, workflow, etc.

Worked with Erie Times-News to develop methods for sharing news and information content between print and web products.

- Worked closely with various newspaper departments to develop Internet versions of print publications.
- Helped to create a variety of online products such as classifieds, job listings, weather, online directories, announcements and notices, web cams, etc. using several database products and scripts.
- Worked with various teams from start to completion of these endeavors – some in a lead project management role.

Helped create and manage over 200 small- and medium-sized business and community web sites.

- Worked with sales and design staff to develop a variety of different types of web sites.
- Created several custom templates for clients to add and maintain their own content.

ErieNet Systems Administrator

September 1995 — August 1997

Administration to hardware systems and Unix/Linux servers including planning and upgrades; customer support ranging from technical hardware issues, software and connectivity issues and account management. Customer support was provided 80% phone and 20% in-person. Wrote a company support manual, which was purchased from me to use for training purposes.

EDUCATION AND PROFESSIONAL AFFILIATIONS

1990: AS, Office Administration, Gannon University, Erie, PA

1997: Adobe Photoshop seminar

1998: JavaScript seminar at Gannon University

- Former member of Technology Council of Northwest PA, various online groups and organizations.
- Won various Erie Ad Club awards alone and as part of a team from 1997-2008.
- Former guest contributor to ErieBlogs.com.
- Member of United Way Erie Young Leadership Club.

REFERENCES

Please view written professional recommendations on my LinkedIn profile:

<http://linkedin.kristinlynch.com>

Chris Mead

Past president, CyberInk

cell: 814.881.4324

e-mail: chris@chrismead.com

Karen Burchill

Creative Director, CyberInk

office: 814.878.1915

e-mail: kburchill@goerie.com

Sarah Sampsel

Former web designer, CyberInk

cell: 202.731.9778

e-mail: sarah@sarahsampsel.com

Michelle M. Wieczorek RN RHIT CPHQ

Director, eInitiatives and Client Support Services

Information Technology Department, Saint Vincent Health System

office: 814.452.5080

e-mail: mwieczor@svhs.org