

CARRIE R. DITTMER

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www.dittmerdesign.com

EDUCATION

University of Colorado at Denver 1997–2001
Bachelor of Science in Business Administration with emphasis in Marketing

University of New Mexico at Los Alamos 2004–2005
Digital Media Arts courses, 16 credit hours

HIGHLIGHT OF QUALIFICATIONS

- ✦ Strong business background, and strong team leadership skills
- ✦ Sixteen years in the administrative sector; three years supervisory skills
- ✦ Nine years of using Photoshop, desktop publishing, and design principles; two years developing and designing web sites; six years as a government contractor
- ✦ Desktop publishing on large-scale, complex documents using InDesign
- ✦ Compositing, designing, printing, and assembling the state of New Mexico Compliance Order on Consent documents, Department of Energy (DOE) deliverables, and other Los Alamos National Laboratory (LANL) environmental publications
- ✦ Produce effective public relations communication tools; including weekly resumption newsletter; developed and designed the DOE Los Alamos Site Office (LASO) internet and intranet web sites

Training

- ✦ Presenting Data and Information Course, Edward Tufte, Albuquerque, NM, February 2006
- ✦ Emergency Management Training, LANL Training, July 2005
- ✦ Records Management Training, DOE Albuquerque, June 2005
- ✦ General Employee Training (GET), LANL Training, June 2002

Software

Adobe Creative Suite CS2: Photoshop, Acrobat, Illustrator, InDesign, PageMaker; Microsoft Office Suite (Word, PowerPoint, Excel, Access); Macromedia: Dreamweaver, Flash; FrontPage; Caere OmniPage Pro; Math Type Equation Editor
Operating Systems: OS9, OSX, Windows XP Professional

WORK EXPERIENCE

Compositor/Designer for Environmental Programs Directorate, LANL

Los Alamos, New Mexico

Echota Technologies

January 2006–Present

BUSINESS/MANAGERIAL

- ✦ Serve as the Echota LANL Project Leader; coordinate time sheets from employees and verifying hours
- ✦ Scope out potential tasks to bring new work for Echota

CREATIVITY/DESIGN

- ✦ Perform advanced level desktop publishing/composition work for a variety of authors in the production of technical documents, including work plans, reports, procedures, letters, viewgraphs, posters, and presentations using the Adobe Creative Suite CS2
- ✦ Create and export (as PDF) publications with active links and an interactive table of contents
- ✦ Create fillable PDF forms for web sites
- ✦ Create illustrations, tables, figures, and equations using Illustrator, Excel, and Word
- ✦ Import/export graphics using the proper resolution/DPI for the end product
- ✦ Develop Flash animation for external Environment and Remediation Support Services web site

WORK EXPERIENCE (CONTINUED)

Administrative Supervisor for the Word Processing/Graphics Unit at LASO

Los Alamos, New Mexico

Fiore Industries, Inc.
June 2002–December 2005

MANAGERIAL SKILLS

- ✦ Supervised four administrative employees who supported 100 federal and contract employees
- ✦ Wrote job descriptions, conducted interviews, and selected candidates for administrative positions

CREATIVITY/DESIGN

- ✦ Performed layout and design of the monthly LASO newsletter using InDesign, Photoshop and Illustrator
- ✦ Took digital photos at LASO events and modified them using Photoshop
- ✦ Designed and updated the LASO internet and intranet web sites using CSS and HTML
- ✦ Scanned electronic records and applied records management principles of file management
- ✦ Scanned documents for optical character recognition (OCR) and conversion to PDF formats

INDIVIDUAL AND TEAM ACHIEVEMENTS

- ✦ Served as the Human Resource Management Administrator, which coordinated personnel support, participated in weekly principal staff meetings, and updated a support database
- ✦ Served as a technical editor/writer and administrative lead for numerous diverse teams at LASO, including the Joint Information Center, the Accountable Classified Removable Electronic Media Validation Team, and the Strategic Pause Team
- ✦ Completed from inception to completion the following projects: LASO Newsletter (“The LASO communiqué”), LASO internet, LASO intranet web sites
- ✦ Created new correspondence templates in Microsoft Word to reduce paper usage by 70%

Publications Coordinator

Denver, Colorado

Rainbow/United Natural Foods
October 1997–August 2000

CREATIVITY

- ✦ Created and edited sections of a monthly natural food publication and quarterly catalog using PageMaker and Photoshop
- ✦ Created black and white advertisements for natural food vendors using PageMaker 6.5
- ✦ Scanned images and line art to be used in advertisements

SPREADSHEET ORGANIZATION

- ✦ Developed a new procedure for tracking incoming advertising and advertising billing on a monthly basis

OTHER QUALIFICATIONS

- ✦ Page layout and graphic design, composition, public relations, web design, animation, electronic records management
- ✦ Reinstatable DOE “Q” Clearance
- ✦ Composer for Environmental Surveillance at Los Alamos during 2005 (<http://www.lanl.gov/community/environment/docs/reports/esr.shtml>), coauthor of LASO Correspondence Guide, LASO Employee Handbook, LASO Receptionist Procedures, in addition to a LASO security brochure

WORK SAMPLES AND REFERENCES

- ✦ Online portfolio at www.dittmerdesign.com
- ✦ Available upon request