

# DENISE TUOMINEN

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Boise, ID 83703

## PROFILE

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Experienced IT professional, looking to utilize my training in Accessibility, Section 508 Compliance training, and SharePoint, to explore new opportunities and further develop my skills.

## EXPERIENCE

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*Oct. 2012 -  
Present*

### **Web Content/SEO Specialist** *Ada County*

- Manage permission audits for WordPress
- Create & move content for internal & external websites
- Develop & lead creation & execution of Section 508 compliance plan
- Lead Training for WordPress & SharePoint
- Making PDF Files Accessible | WCAG & Section 508 Compliance

*Oct. 2009-  
Oct. 2012*

### **Secretary I, II**, *Ada County*

- Customer face of the office, greeted guests, answered phones, and managed incoming mail
- Assisted management in ad hoc projects

*Mar. 2008 -Apr.  
2009*

### **Permit Specialist I**, *City of Vancouver*

- Processed permit requests, including calculating any building fees
- Customer service focused, daily interaction with general public

*Sept. 1999 -  
Feb. 2008*

### **Mailroom Clerk**, *City of Vancouver*

- Processed and delivered mail for all departments
- Managed intake and production of print jobs for all City of Vancouver functions

## EDUCATION & TRAINING

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2009 - Web Design & Development, *Clark College*

1984 - Associates Degree; Accounting, *Western College*

2003 - File Management, *Center for Continuing Education*

Certified Registered Paralegal, *National Federation of Paralegal Associations*

## KEY SKILLS AND PROFECIENCIES

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- WordPress 4/5
- DotNetNuke 3/5
- SharePoint 4/5
- Nintex 3/5
- Microsoft Office Suite 4/5
- WCAG 2.0 3/5
- SEO
- Section 508 3/5
- PDF Remediation 3/5

## CERTIFICATIONS

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- SharePoint Online Power5 User (2019) Pluralsight; *April 2020*
- HTML Fundamentals Pluralsight; *April 2020*
- Section 508 Standards for Web; *December 2019*
- Level 4 CJIS Security Training; *January, 2020*
- Getting Started with Section 508 Course; *October 2019*
- Section 508 What is It and Why is It Important to You?; *January 2020*
- Micro-purchases and Section 508 Requirements; *January 2020*
- Office of Accessible Systems & Technology Procuring Section 508 Conformant Products Homeland Security; *January 2020*
- Office of Accessible Systems & Technology Trusted Tester Certification Homeland Security; *January 2020*
- Creating WordPress Websites Boise State; *May 2020*