

# LORI GIBBONS

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## PROFILE

Hard-working self-starter with theoretical and applied knowledge of diverse technical and administration duties. Organized team player with strong work ethic taking initiative to offer creative solutions to difficult challenges.

## TECHNICAL SKILLS

*General:* Microsoft Word, Power Point, Excel, Outlook, Access

*Design:* Adobe Photoshop, InDesign, Illustrator, Dreamweaver, WordPress, QuarkXPress, AutoCAD 20/20, Final Cut Pro

*Instructional Design:* Adobe Camtasia, Captivate, Respondus, ExamView, TestGen, Blackboard, Angel

*Technical:* HTML, HTML5, CSS, JavaScript, Visual Basic, Java Certified

Languages: English, Spanish

## EDUCATION

**Masters of Arts in Mass Communication, Web Design and Online Communication**, expected May 2018

THE UNIVERSITY OF FLORIDA

**Certificate of Completion, Introduction to Java Programming**, 2012

THE GEORGIA CENTER FOR CONTINUING EDUCATION

**Bachelor of Fine Arts, Studio Art**, 2004

THE UNIVERSITY OF GEORGIA; GPA 3.5/4.0; area of Emphasis: Digital Media

**Bachelor of Fine Arts, Spanish**, 2003

THE UNIVERSITY OF GEORGIA; GPA 3.5/4.0

## PROFESSIONAL EXPERIENCE

IT PROFESSIONAL ASSISTANT, THE UNIVERSITY OF GEORGIA, ATHENS GA

November '16-Present

- Provide assistant-level support for desktop and laptop computers (Windows, Mac), computer labs, and technology-enhanced classrooms including security, networking, peripherals, hardware, and software in accordance with standard service levels; provide support for unit specific software
- Develop and deploy desktop computer images, manage equipment life cycle and facilitate OS provisioning utilizing LANDesk
- Develop documentation, presentations, and training materials for clients and other audiences; provide training on an as-needed basis
- Provide front-line support for technology-enhanced classrooms, computer labs, and videoconferencing
- Utilize ticketing system, email, phones, and team collaboration tools to manage time and track requests
- Contribute to development of standards and best practices, collaborate with colleagues in Franklin OIT, and participate in OIT projects
- Help manage equipment life cycles, explore emerging technologies, and recommend solutions that may help improve efficiency and effectiveness; gather quotes as needed and interact with vendors for support

LEARNING MANAGEMENT SYSTEM ADMINISTRATOR, ATHENS TECHNICAL COLLEGE, ATHENS GA

November '14-October '16

- Serve as administrator for college's learning management system; troubleshoot problems and implement solutions for Angel and Blackboard and escalate when needed; create/disable accounts and courses, run database files for course creation, change passwords, manage course start/end dates; design and update e-learning portal pages
- Provide technical support to faculty/staff/students for learning management system via ticket system, email, telephone, in person, or video conference; provide technical assistance with and maintain reservation system for instructional design tools: 3D printer, 3D projectors, digital SLR and video cameras, wireless microphones, studio lighting, plotter printer, GoPros
- Develop and execute migration and training plan for change from ANGEL to Blackboard Learn including researching effective transition procedures, planning and executing testing in new system, creating workbooks, videos, how-to guides; deploy each phase of training, determine outcomes, create curriculum, and teach mandatory courses to 100-plus faculty and adjuncts.
- Input First Semester Seminar class schedule in Banner, update syllabi for FSSE course, prepare monthly payroll, create, distribute, and document adjunct teaching contracts, complete request to hire forms and credential verification forms, post and update faculty/staff professional training on college's intranet
- Work in partnership with the Center for Teaching and Learning staff to support academic technological initiatives and creative services; edit videos and photographs, create brochures, print large-scale designs on plotter printer

- Planned and implemented migration of over 300 courses from Angel to Blackboard thereby saving the college approximately 4500 work hours
- Noticed a need for accurate inventory of technical equipment in Center for Teaching and Learning and developed database to report the inventory and check-in/check-out of \$500,000 worth of equipment

#### ADMINISTRATIVE ASSISTANT, LANDMARK CONSTRUCTION, ATHENS GA

March '14 - August -14

- Created and maintained corporate construction files, typed and distributed reports and correspondences, recorded/distributed Meeting Minutes and Agendas, sent meeting invites to appropriate distribution groups, made appointments and travel arrangements for Director and Project Managers, maintained travel calendar, created expense reimbursements
- Controlled and completed the execution cycle of all forms of commitment, ensuring they contained proper scopes, exhibits, and Schedule of Values, delivered contracts to vendors, obtained proper signatures and notary stamp, filed properly
- Created Potential Change Orders and Subcontract Change Orders, verified correct requirements for insurance, made records of COI's and W-9's, sent dunning letters when lapse of insurance occurred
- Assisted in all duties related to project start-up including obtaining trailer contract, setting up electricity, plumbing, and all temporary requirements, ordering and shipping office supplies, computers, desks, and other materials to job site.
- Assisted in receiving, filing, and distributing Requests for Information, Submittals, Architectural Supplemental Instructions, architectural plan updates; responsible for printing, distributing, and incorporating all plan changes into file set
- After identifying need for procedure manual, wrote and distributed manual for field operations systems and process integration, employed site photograph documentation and a proper filing standard resulting in 80% increase in proper archiving

#### GRAPHIC DESIGNER, THE RED & BLACK, ATHENS, GA

May '04-August '04

- Designed, developed, and executed print advertisements for dozens of local companies using programs such as Adobe Photoshop, Illustrator, QuarkXPress
- Evaluated prior client's designs to compliment company's aesthetic in new advertisement; reviewed competitor publications to keep up with trends and to create innovative artwork
- Prepared artwork and conceptualizations of advertisements for businesses that also complied with die line construction and printer color requirements
- Ensured correct layout of final newspaper draft, copy-edited, and reviewed print specifications before final print