TAMIS NORDLING

FULL-STACK WEB DEVELOPER • EDITORIAL, DESIGN, AND TECHNOLOGY
CONSULTANT BASED IN SEATTLE, WASHINGTON

206.778.3826 | tamis@leftelbow.com
linkedin.com/in/tamis-nordling

www.leftelbow.com

skills

Full-stack web development skills: HTML, CSS, Javascript, Node, Express, EJS, PostGres, SQL, Sequelize, MongoDB, Mongoose, React, Python, Django, WordPress, Wix.

Editorial: Versatile editing skills including editorial management, developmental/structural editing, and copyediting, with extensive background in marketing and technical writing/editing plus blogging.

Design & production: 20+ years experience with graphic design tools, particularly Adobe InDesign, including nine years supporting and producing technical documentation for Aldus/Adobe software. Extensive experience with database publishing using InDesign, FileMaker, MS Excel, etc.

Management/leadership: More than six years experience managing a team of editors and writers while collaborating with design and production teams. Four years project management experience as a magazine chief editor, managing editor, and auction chair. Seven years of board experience.

Other technical: All of the essentials (MS Office, Windows, Mac/iOS, networking, desktop hardware, domain management); Adobe software (including InDesign, Photoshop, Acrobat, and Illustrator); FileMaker; various CRMS; e-mail administration (cPanel/GNU Mailman, MailChimp, huge range of email clients); social media (Facebook, Twitter, etc.); and more.

work history

Tamis Nordling Editorial & Communication Services (consulting & pro bono projects)
Seattle, Washington, April 2000–present

Editorial & design projects: Writing, editing, and/or design of various materials for University Cooperative School (pro bono, 2005–2014). Editorial and design services for several Windermere Real Estate Co. agents (2000–present). Misc. design and database publishing projects (2000–present).

Email administration: Administered and moderated email services (cPanel/GNU Mailman), including staff accounts, forwarders, and nearly 40 group lists for University Cooperative School. Worked with hosting company to troubleshoot domain-level outages (e.g., blacklisting) and other urgent problems. Worked with community members to solve problems (mostly pro bono, 2007–2016).

Database/CRM administration: Developed custom CRM for University Cooperative School using FileMaker. Spearheaded multiyear project to reconstruct constituent data (contact info, relationships) on alumni families. Executed custom data migration from FileMaker to Little Green Light after conducting a year-long CRM vetting process (mostly pro bono, 2007–2016).

Miscellaneous IT: Installed and maintained all ISP and domain-hosting relationships and all hardware/software and provided custom database solutions for a small real-estate business (1997–present). Provided miscellaneous IT for University Cooperative School (pro bono, 2007–2015).

Nonprofit experience: Chaired auction committee for an event netting >$40K (University Cooperative School, 2005–2006); served on or consulted with committee and produced six auction catalogs and other auction materials (pro bono, 2007–2015). Board member (2010–2016) and secretary (2009–2016) of the erstwhile Washington FEAST, a 501(c)(3) organization that provided education and support to individuals and families affected by life-threatening food allergies. Helped coordinate fundraising and special events, provided writing/design services. Helped moderate group list and Facebook group.

Editor, *Adobe Magazine*

Adobe Systems Incorporated, Seattle, Washington, January 1997–April 2000

Position equivalent to editor-in-chief. Directed editorial content of *Adobe Magazine*, an advertising- and subscription-supported trade publication on electronic publishing, design, and digital media with an international circulation that reached 1.2 million (including an audited domestic circulation of ~800,000). Planned editorial content in collaboration with creative staff, marketing departments, and other Adobe contacts. Managed workflow, long-range planning, and assignments. Ensured editorial was appropriate for localization into multiple languages, and collaborated with overseas colleagues to repurpose content for international print and online editions. Managed direct reports and contract workers. Directed editorial end of a redesign also affecting design, frequency, and circulation.

Managing Editor, *Adobe Magazine*

Adobe Systems Incorporated, June 1996–January 1997

Scheduled, tracked, and managed all editorial aspects of *Adobe Magazine*. Collaborated with editor-in-chief to direct editorial content. Supervised technical editor.

Technical Editor, *Adobe Magazine*

Adobe Systems Incorporated, August 1994–June 1996

Lead editor for Q&A section, lead and/or backup editor on other stories. Participated in a sweeping redesign and rebranding of the magazine when Aldus Corporation and Adobe Systems merged.

Writer/Editor, *Aldus TechNotes*

Aldus Corporation, Seattle, Washington, September, 1992–August 1994

Managed all aspects of *Aldus TechNotes*, a bimonthly technical bulletin (circulation ~10,000) that covered undocumented features and advanced techniques for Aldus PageMaker, FreeHand, Persuasion, and PhotoStyler. Worked with other departments and subsidiaries to design the product; researched, wrote, laid out, and produced each issue; managed inventory/distribution; and set pricing and policies.

Other work experience

Freelance conference speaker/presenter, PageMaker conferences, Thunder Lizard Productions, Seattle, Washington

Senior Support Technician, Aldus Corporation

Communications Manager, Writer/Editor, American Red Cross Southeastern Pennsylvania Chapter/ Penn-Jersey Blood Services Region

Financial Development Systems Coordinator, American Red Cross Southeastern Pennsylvania Chapter

---

education

General Assembly, Seattle, Washington: Web Development/Software Engineering Immersion program, Nov. 2018–March 2019.

Codeacademy, Various online courses on Javascript, CSS, and HTML, 2018.

Haverford College, Haverford, Pennsylvania: B.A. with honors in history.