
PROFESSIONAL SUMMARY

Results-oriented with experience across accounting, business, information technology, and education sectors. Excellent communication, presentation skills. Talented in gathering, analyzing, and defining business requirements to understand operations, needs and expectations. Skilled at defining and controlling scope, achieving project objectives, and managing/building cross-functional teams. Experience in inventory control tracking and vendor negotiations. Successful at consistently providing detailed and accurate financial reports.

RELEVANT WORK EXPERIENCE

Accounting/Business

- Conducted payroll financial statements and audits
- Financial reports (AP, AR, payroll, reconciliations, budgets, inventory control, etc.)
- Managed several multi-million dollar budgets, with 10%+ reduction of costs
- Process journal entries/ perform accounting corrections to ensure accurate records
- Effectively manage administrative teams with all HR aspects
- Develop and build relationships with all stakeholders
 - Flying Cardboard
 - The University of New Mexico (UNM)
 - Camp Verde Unified School
 - Cedar Ridge Homes
 - Crystal Clear Auto
 - myxMedia
 - Pine Creek Homes

Technology

- Refined and improved existing documentation system, reducing costs totaling \$15,000 annually
- Created ticketing systems, improving communication and ticket turnover rate by 10%
- Documented security events to create a baseline of activity for the client network
- Supervised technology teams and vendors to resolve technical problems, from software to hardware
- Created, designed, and developed web pages for the Internet/Intranets to incorporate content management systems, shopping carts, interactive games, and social media
- Manage project execution to ensure adherence to budget, schedule, and scope.
 - Flying Cardboard
 - Medical University of SC
 - Hockinson School District
 - Vancouver School District

Post-Secondary Education

- Educate adult-learners in all aspects of web design and development. Search Engine Optimization, Usability Testing, and Internet Marketing. Design instructional course curriculum and materials.
- Develop, utilize, and manage Course/Learning Management System.
- Manage course authoring and delivery environment.
- Train instructors and staff in tech curricular integration & design.
 - EDMC - The Art Institutes (Phoenix, Charleston, & Las Vegas)
 - Trident Technical College

Secondary Education

- Instruct and monitor students in Computer Science courses.
- Observe and evaluate student’s performance and development.
- Encourage and monitor the progress of individual students.
- Maintain accurate and complete records of students’ progress and development.
 - St. Michael’s High School
 - Clear Spring School
 - Clark County School District
 - Springdale School District
 - Pinecrest Academy Charter School
 - Camp Verde Unified School District

EDUCATION

Master of Science in Information Systems and Technology (Business Focus) – 02/2011

South University – President’s List, National Society of Collegiate Scholars

Bachelor of Art in Interactive Media Design (Web Design/Development) – 06/2007

The Art Institute of Phoenix – Highest Honors, President's List, Best Portfolio

Associates in Accounting

Colorado Mountain College – Dean's List

PROFESSIONAL SKILLS

ACCOUNTING/BUSINESS

Account reconciliations
 Accounts payable/receivable specialist
 Bilingual
 Billing/collections expert
 Bookkeeper
 Cost accounting
 Customer-oriented
 Digital banking products and services
 Effective communication
 Fixed asset reporting familiarity
 Human resources
 Invoice and payment transactions
 Mentoring
 MS Office expert
 QuickBooks & Peachtree proficiency
 Supervisor
 Trainer
 VBA programming

EDUCATION

Curriculum developer and writer
 ESL adult-learner specialist
 Instructor

TECHNOLOGY

Adobe/ Macromedia Suites
 Advanced computer proficiency (Operating Systems PC/Mac)
 Content management systems
 Course & Content Management Systems - CMS
 Databases
 Develop and design corporate training modules
 eLearning developer

File transfer protocol - FTP
 HTML CSS JavaScript
 Internet/Intranet
 IT director
 Leading large departments
 Learning Mgt. System
 LMS
 Managing multiple projects
 Network: Mac/PC, TCP/IP, WAN/LAN, Novell-NWAdmin
 Networking
 Python
 Project manager
 Reverse Engineering
 SmartSheets
 Social media
 Time management
 Web technologies & services
 Web-designer / developer
 X-Serve and NT Server

Curriculum Vitae

INTRODUCTION / OBJECTIVE

I am a results-oriented person with experience across information technology, accounting, education and business sectors. I am skilled at defining and controlling scope, achieving project objectives, managing, and building cross-functional teams. I have extensive experience with consistently providing detailed and accurate data and financial reports. My immediate objective is to obtain a position utilizing my expertise in technology, accounting, business systems, education, and management.

In my experience as technology administrator, college instructor, creative director, systems manager, and web designer, I have designed, implemented, and administered technology and interactive curriculum in academic and professional environments. In addition to extensive technical capabilities, I have the effective communication and problem-solving skills necessary to successfully convey knowledge, a quality that lends itself to teaching and training.

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PROFESSIONAL ACHIEVEMENTS IN BUSINESS

As an entrepreneurial spirit, I have various business skills from purchasing and accounting to planning and management. My employment history includes a diverse avenue of work environments and a variety of businesses. Having provided the foundation of opportunities from a range of perspectives, seeing ever new and creative solutions and possibilities.

- As owner of Flying Cardboard, a media and marketing boutique firm, I act as contractor, administrator, creative director, project manager, promoter, trainer, graphic designer, photographer, video producer, and web designer
- Conducted payroll financial statements and audits. Including: AP, AR, payroll, reconciliations, budgets, inventory control, etc.
- Managed several multi-million-dollar budgets, with 10%+ reduction of costs
- Process journal entries and perform accounting corrections to ensure accurate records
- Effectively manage human resource administrative teams and build relationships with all stakeholders
- Some clients include: Intel, Honeywell, HP, Nielsen Galleries, The Art Institutes International, PetSmart
- As co-founder, treasurer, and secretary of myxMedia, a non-profit arts and education

organization, I utilize talents as program developer, promoter, designer, administrator, public speaker, supervisor, and gallery director

- I have shared knowledge as consultant in the areas of: instructional technology, media design, CTE programming, network infrastructure, equipment purchasing, faculty training, and curriculum design
- Clients Include: Arizona Department of Education, Hockinson Unified School District, and numerous other schools, districts, and businesses
- Planning and administering budgets, supervising staff, building infrastructure, training faculty and staff, designing curriculum, grant writing, and promotions were all duties required in directing the development and implementation of technology at Camp Verde Unified School District, Vancouver School District, and Hockinson School District.

I have developed and designed corporate training modules and provided instruction at:

- Arizona Career & Technical Education
- Arizona Small Business Association
- Honeywell
- Lucent Technologies
- Medical University of SC (MUSC)
- PetSmart
- Phoenix Film festival
- SkillsUSA
- Summer Studio
- The Art Institute of Phoenix (AIPx)
- The University of New Mexico (UNM)
- Trident Technical College

PROFESSIONAL ACHIEVEMENTS IN TECHNOLOGY

Working with technology satisfies an analytical side. I enjoy searching for reasons and causes and thinking about how various factors might affect a situation; and, I am particularly interested in working to ensure confidentiality and security of applications and web content.

For more than 10 years, I have:

- Constructed computer systems
- Mastered many desktop applications and two major accounting applications; Peachtree and QuickBooks. I also became skilled in creative software
- Explored the physicality of a network – DHCP, FTP, TCP/IP, WAN/LAN, AppleTalk, LocalTalk networks, Ethernet, Token Ring, etc.
- Administrated and maintained the integrity and functionality of a dual platform network. Utilized Novell, NWAdmin, and GroupWise to maintain the system
- Implemented security in all aspects of the Internet, computer systems, and networks
- Supervised technology teams and vendors to resolve technical problems in all software and hardware
- Created, designed, and developed web pages for the Internet and Intranets that incorporated content management systems, shopping carts, interactive games, and social media. Abilities include: authoring, scripting, and coding –HTML, ActionScript, PHP, CSS, XML, search engine optimization, usability testing, Internet marketing, and E-Commerce design and development
- Maintained and project managed all aspects of a full service new media boutique business. Consulted and trained businesses, educational facilities, and adults in and with

technology and multi-media needs

- Implemented technology grants such as the E-rate grant program, administered by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), and Bill and Melinda Gates grants

PROFESSIONAL ACHIEVEMENTS IN EDUCATION

Inspired by the role education plays in preparing individuals for self-reliance and in shaping members of society, I strive to engage students actively in the learning process, make a concerted effort to develop projects specific to student learning style, and see great value in providing on-going success assessment during course delivery. Driven by a desire to make a difference through education, I have more than 12 years' professional experience in the sector.

Some highlights of my career in education include:

- Trained faculty in emerging technologies for classroom implementation
- Integrated interactive media in multiple programs including: Film BA, Graphic Design BA, Animation BA, Culinary BA, Visual Effects BA, and Photography BA
- Performed observations and performance reviews for faculty and staff
- Advised students regarding program/class scheduling, job placement, professional mentoring, and supervised internships
- Promoted program to perspective students on ground and in the field
- IT consulting for infrastructure, applications, and curriculum content management systems. Experienced with D2L, Blackboard, eCampus, Moodle, and Oracle portal systems
- Founded myxMedia, a non-profit educational institution...Ask me why?
- Work in special education, English as a second language (ESL) for Spanish speaking children and adult-learners and American Sign Language, staff development
- Curriculum development and educator training for distance learning and blended online and in class education, integrated curriculum development, technology curricular integration and design, course and content management systems (CMS) and learning management systems (LMS)
- College-level interactive & web instruction to a variety of programs: video, graphic design, & animation.
- Teaching all aspects of computers and web design, including: instruction of computer basics, hardware and system operation, various computer applications, authoring, scripting, and coding HTML, ActionScript, PHP, CSS, XML, search engine optimization, usability testing, Internet marketing, and E-Commerce design and development
- Project-based learning, classroom management, instructional technology, student-centered learning, curricular integration, & career development instruction for teachers
- Planning, developing, and implementing Career and Technical Education (CTE) workshops, state, regional, and national CTE events, including managing teams that developed and launched two award winning CTE schools
- Administrative responsibilities such as district-level liaison, grant writing, bookkeeping and project management, including administration of a seven-figure budget and

management of all contract vendors related to technology, installation and implementation of some of the nation's first wireless computer labs and integration of the first Apple X-Serve in an educational environment in the NW

- Working to develop outreach and promotional programming
- A commitment to fostering relationships with the professional community, with the intention of incorporating real world and client-based projects in course delivery
- Developing an online resource center called StudyLabz providing students with 24/7 access to class resources, chat-room for online discussion, and tutorials to supplement class work

SCHOLARLY ACTIVITY: TRAINER OR PRESENTER

I continually train and consult in the technology, education, and business fields.

- National Society of Collegiate Scholars
- Train local educators – continual
- Community outreach, 2005-Present
- Arizona Career & Technical Education (CTE) trainer and liaison 2004-2009
- Presenter for Arizona Small Business Association – 2004
- Presenter, trainer, and consultant for numerous schools and districts in the Pacific NW and Southwest

COMMUNITY/COMMITTEE INVOLVEMENT

“Alicia’s commitment to the community is an asset and our community has greatly benefited from her generosity and vision.” – Mike Nielsen, community leader and business owner

- Cochiti Lake Fire Department, 2017 to present
- Co-Chair, Sunnyslope Artwalk (committee, promotion, and facilitation), 2009-2012
- Secretary & Treasure, myxMedia (non-profit company), 2009-2012
- Director, AIPx Technology Committee, 2009
- Director, Studio 101 (planning, direction, and instruction), 2006-2009
- Advisor, American Advertising Federation (AAF) 4th Place, 2008
- Advisor/Producer, Arizona Students Present Interesting Research to Everyone (ASPIRE) Grand prize winner, '05-'07
- Member, Late Night Designers (web club), 2004-2005
- Member, Arizona Small Business Association (ASBA), Community small business outreach, 2004