

Document Production Specialist, Panorama Environmental Consulting

Formatting and Section 504/CA434 remediation of complex, high-page count documents and Environmental Impact Reports (EIRs)

May 2024 - Current

- Formatting and finalizing Word documents comprised of 20 or more chapters authored by multiple environmental experts and subcontractors to achieve standardized brand and accessibility standards
- Template production to align report templates to meet client requirements and criteria
- Remediation of PDF Environmental Impact Reports of 600-800 pages which include complex tables, often spanning 30+ pages, figures, cross-references, and tables of contents/figures using Adobe Acrobat and CommonLook tools
- Works under tight deadlines as the 'last step' in the document production process prior to submission of documents to state and federal agencies and dissemination to the general public
- Projects and agencies include:
 - East Bay Municipal Utilities District: [Sobrante Water Treatment Plant EIR](#)
 - South California Edison: Gorman-Kern River Transmission Line Rating and Remediation Project EIR
 - Santa Clara Valley Water District: Pipeline Maintenance Program EIR
 - City of Brisbane: [Guadalupe Quarry Redevelopment Project EIR](#)

Chief Problem Solver, Plato Wynne Consulting

WordPress developer since 2012, serving clients in a broad range of both for-profit and non-profit organizations.

August 2012 - Current

WordPress website development and hosting

- ◆ Custom theme creation, simple plugin and PHP scripting.
- ◆ Deeply experienced in Genesis framework and customized 'child' themes.
- ◆ Email management including Exchange administration.
- ◆ Content creation for organic SEO optimization across multiple industries
- ◆ Print collateral creation using Photoshop, InDesign, Adobe Suite
- ◆ <https://platowynne.com/wordpress-portfolio/>

Microsoft-Certified Word expert

- ◆ Specializing in complex, high-page count document formatting and Section 508 remediation
- ◆ Currently assisting a California-based environmental consulting firm with all Section 508 compliance activities related to Environmental Impact Statements and other documents and proposals to be submitted to State and Federal government entities
- ◆ Providing complete "CommonLook for Adobe PDF" document reports for remediated documents
- ◆ Providing advice, assistance, and guidance on Section 508 best practices during initial document assessment
- ◆ Experienced with formatting in both PC and Mac versions of Word
- ◆ <https://Word.Expert>

Chief Financial Officer, Truline Construction Services, Inc

Back office administration from 2016 – 2013 for Manhattan-based General Contractor with revenues in excess of \$10M

May 2016 – July 2023

- AR/AP/Reconciliations. Project budgeting and management, Job costing
- RFP response management including content creation/packaging in InDesign
- Contract negotiation with clients and vendors. Insurance review and management
- Procore implementation (2017) and support. Procore-Certified.

Webmaster | Adjunct Instructor | Service Learning Coordinator, Florida State University, College of Communication and Information

From 2007 – 2012, built several iterations of CI/CCI website and maintained all web-facing technology. Created and supervised Project SPARTA Service Learning program.

May 2007 – December 2012

- Converted main College website and other supporting applications from ColdFusion to ASP/MSSQL or PHP/MySQL platforms, as appropriate (5/2007 – 12/2008)
- Created new design template for main College website that met all Section 508 requirements for accessibility and usability. (5/2007 – 12/2008)
- Developed new College of Information & Communication website in response to merger with College of Communication. (Completed 7/2009)
- First unit on campus to implement University-mandated branding requirements as part of merger conversion process. Reworked University-provided design templates for to meet or exceed all Section 508 requirements for accessibility and usability
- Worked closely with IT Coordinator to maintain websites on Windows 2003 servers running in virtualized environment
- Implemented SVN repository system for all College websites
- Implemented ASP-based survey tool for use by College faculty and staff
- Provided advice on the uses of new and emerging technologies.
- Participated in IT planning and budgeting process.
- Supervised student employees working in office of the Webmaster
- Provided end user support for web-based applications and services
- Recipient of 2007 CI Staff Member of the Year award

Adjunct Faculty:

- Developed and taught LIS4910 IT Project (Capstone)
- Developed and taught LIS4708 IT Perspectives (Capstone)
- Redesigned and taught LIS4366 Web Development for Information Professionals
- Developed and taught LIS4941 IT Practicum

Service Learning Coordinator:

- 2011 State of Florida Public University Community Engagement Educator
- Founder and Director for Project SPARTA, the service learning program of the College of Communication & Information
- Built and maintained relationships with community-based non-profit organizations that provide service learning opportunities

- Supervised all student engagements in service learning activities
- Recognized on President's 2009 Higher Education Community Service Honor Roll for exemplary service efforts and service to America's communities
- First FSU nominee for The Thomas Erlich Civically Engaged Faculty Award

Founder and President, ITG Solutions Inc

From 2002 – 2008, developed and managed websites, email, DNS and related services for 400+ clients in a variety of industries

June 2002 – July 2008

- Developed and maintained InfoToGo CMS on ASP/SQL platform
- Managed physical Windows servers for web hosting. IIS, DNS, Email (IceWarp), SQL.
- Devised method for running PHP/WordPress on Windows platform in 2011., before supporting technologies were available
- Domain name registration, management, and migration
- Content creation across a variety of industries. Writing in a diverse range of voices.
- Section 508 compliance services for websites
- Personnel management including offshore team
- Contract negotiations, AR/AP, tax returns, financial reporting, payroll, marketing, sales, and escalated technical support

University of Florida

Warrington College of Business

August 1998 – May 2001

- B.S.B.A Cum Laude, Decision and information Science
- Golden Key Honor Society
- Teaching Assistant, Introduction to COBOL, May 1999 – May 2001