

Document Production Specialist, Panorama Environmental Consulting

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

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

- Section 508/CA AB434/ PDF-UA/WCAG 2.2 remediation for CEQA/NEPA and other technical reports
- Section 508 compliance for documents and proposals to be submitted to local, state and federal government entities
- Specializing in complex, high-page count document formatting
- Providing technical advice, assistance, and guidance on Section 508 best practices
- Word document template creation including complex forms
- Acrobat forms and form remediation
- Editing services
- Microsoft -Certified Word Expert
- DHS Trusted Tester
- Works under tight deadlines as the 'last step' in the document production process
- **Software Expertise:**
 - Microsoft Word
 - PowerPoint
 - Adobe Acrobat
 - CommonLook
 - Grackle
 - NVDA
 - InDesign
 - Photoshop
 - Creative Cloud
 - WordPress
- **Projects and agencies include:**
 - San Francisco Planning: Refactor forms for simplified Section 508 compliance. Creation of training materials to support transition to fully compliant form generation for non-technical end users.
 - San Francisco Planning: [Crystal Springs Pipeline No. 2 Replacement Project – Addendum 2 to Environmental Impact Report](#)
 - US Forest Service: [Lassen National Forest Champs and McCoy Meadow Restoration](#)
 - Santa Clara Valley Water District: [Tularcitos Creek Downstream North Hillview Drive Levee Repair](#)
 - City and County of San Francisco: [Southeast Bay Outfall Islais Creek Crossing Replacement Project](#)
 - California Public Utilities Commission: [Hinkley Compressor Station Electrical Upgrades Project](#)
 - San Francisco Planning: [St. Ignatius Lighting Project](#)
 - California Public Utilities Commission: [Collinsville 230/500kV Draft Environmental Impact Report \(2025\)](#)
[Collinsville 230/500kV Final Environmental Impact Report \(2026\)](#)

- California Public Utilities Commission: [PG&E S-238 Hinkley Compressor Station Electrical Upgrades Project](#)
- South California Edison: [Gorman-Kern River Transmission Line Rating and Remediation Project](#)
- East Bay Municipal Utilities District: [Sobrante Water Treatment Plant](#)
- Santa Clara Valley Water District: [Pipeline Maintenance Program](#)
- City of Brisbane: [Guadalupe Quarry Redevelopment Project](#)
- Santa Clara Valley Water District: [Guadalupe River Bank Stabilization Project](#)
- Lassen National Forest: [Dixie Postfire Restoration and Recovery Project](#)
- Vulcan Materials: [Dredging Project](#)
- Nevada County: [Ponderosa West Grass Valley Extension Project](#)
- Santa Clara Valley Water District: [Valley Water Permitting Guide](#) (Indesign/Acrobat)
- Savira Renewables: [Savira Solar Project](#)
- East Bay Municipal Utility District: [Miller Road Trench Soil Management Project](#)

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

Microsoft-Certified Word expert

- Word template creation for manuscripts and documents
- Document formatting
- Editing services
- Experienced with Word formatting in both PC and Mac versions of Word
- <https://Word.Expert>

Clients and Projects:

- [Sophia Mitchell & Associates](#) (Word document formatting (Environmental technical documents), Section 508/AB434 Remediation, Word templates, copyediting)
- [American Academy of Ophthalmology](#) (Reformatting/Updating 45+ Word templates)
- [American Institutes for Research](#) (Formatting proposals, reports, and other Word documents produced by researchers)
- [Rivero & Gordimer](#) (Create dynamic, custom macro-enabled templates for the Valuation & Advisory group. Provided training and support in the use of Word features including styles and use of macros)

WordPress website development and hosting

- 30 years experience hosting, building, managing, and deploying websites and related infrastructure
- Custom theme creation, simple plugin and PHP scripting.
- HTML-CSS Expert
- 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/>

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