

KOHLIM JAEGER

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QUALIFICATIONS

- Highly organized and detail oriented work style
- Self-motivated and able to understand new material quickly
- Able to work effectively in a fast-paced environment with multiple priorities and deadlines
- Provide excellent customer service
- Able to redesign business systems to better meet the needs of clients and staff
- Experienced in producing, editing, and proofreading printed and web-based promotional and educational materials
- Graphic design skills and experience
- Skilled in researching and ordering products and services within the constraints of an established budget
- Working knowledge of personnel law and human resource management
- Basic Spanish language skills
- Typing speed 55 wpm
- Extremely proficient in use of Macintosh computers and experienced in the use of PCs.

EMPLOYMENT

Office Manager/Personal Assistant

(May 2000 – Present) *Focusing Resources, Oakland, CA*

Responsible for general office administration including client scheduling, workshop registration, bookkeeping, desktop publishing, mail order processing, database management, and web site management.

Consultant

(March 2000 – Present) *Webdillo Design, Oakland, CA*

Self-employed web site designer, desktop publisher, graphic artist, and photographer, specializing in business logos, small publication design, editing, and web site development and design for small businesses, individuals, and non-profits.

Program Coordinator

(September 1994 – March 2000) *Girl Scouts of San Francisco Bay Area, Oakland, CA*

(A nonprofit organization serving more than 30,000 girls and 12,000 adult members in 5 Bay Area counties and operating a summer camp program which serves more than 3,000 campers annually)

- Responsible for business and personnel administration of summer camps and year-round programs
- Recruited and coordinated camp staff and campers
- Designed and produced extensive written and web-based promotional materials
- Coordinated camp transportation systems
- Procured and managed outside agencies providing services and products for camps
- Provided phone support to clients
- Supervised 8-10 temporary staff annually
- Researched, wrote, and edited educational program materials

Administrative Assistant

(August 1991 – September 1994) *Girl Scouts of San Francisco Bay Area, Oakland, CA*

- Provided highly organized administrative support to department of 10
- Responsible for volume mailings, photocopying, filing, typing, proofreading, editing, and phone support
- Processed accounts payable for department
- Graphic design for T-shirts, patches, iron-on transfers, clip art, and promotional flyers
- Showed consistent initiative in creating effective departmental procedures which resolved long-standing problems and significantly reduced staff work load.

COMPUTER SKILLS

- Word-processing – proficient in MS Word, MS Works and Claris Works
- Database management – skilled in FileMaker Pro and MS Works Database
- Spreadsheets – experienced in MS Excel
- Desktop publishing – Experienced in Adobe PageMaker
- Web authoring – experienced in Macromedia Dreamweaver, Adobe PageMill, and Adobe GoLive
- Web Animation – experienced in creation of GIF animation, as well as use of Macromedia Flash and DHTML.
- Photo editing – experienced in Macromedia Fireworks, Adobe Photoshop, Image Ready, and PhotoDeluxe
- Illustration and Painting – experienced in Adobe Photoshop, Macromedia Freehand, and Metacreations Painter.
- Experienced Internet user

EDUCATION

M.A. in Psychology; Graduated June 1990 with Highest Honors from University of St. Andrews, St. Andrews, Scotland

Certificate in Human Resource Management; Graduated Fall 1995 from California State University, Hayward

INTERESTS

Nature Photography,
Art (Painting, Drawing),
Tai Chi,
Stamp Collecting,
Armadillos

PREVIOUS SUMMER POSITIONS

- **Gallery Receptionist** (Summer 1989) *Jaffe-Friede Gallery, Dartmouth College, New Hampshire*
- **Retail Sales Associate** (Summer 1988) *Quechee Gorge Gift Shop, Vermont*
- **Cook** (Summer 1987) *Pizza Hut, New Hampshire*
- **Lab Assistant** (Summer 1986) *Kimball Physics, New Hampshire*
- **Editorial Assistant** (Summer 1985) *Lexicon, Inc., Massachusetts*

REFERENCES AVAILABLE BY REQUEST