

# AMY J. DUMLAO

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## EDUCATION

**University of Virginia**, Charlottesville, VA 1999 - 2003  
Bachelor of Arts in Sociology and American Studies, May 2003  
Honors: Dean's List G.P.A.: 3.39

## COMPUTER SKILLS

- IBM/Mac platforms
- Microsoft Office 2000
- FileMaker Pro
- Team Approach
- HTML
- Macromedia Studio MX
- Adobe Photoshop
- Quicktime Pro
- iMovie
- WS FTP
- Secure FX
- Quark Express
- AutoCAD
- OCR scanning
- Internet Explorer
- Netscape Communicator
- Windows XP
- Mac OS 10

## WORK EXPERIENCE

**Revenue and Data Administrator** 2003 - present  
Revenue and Data Management at WGBH, Boston, MA  
Process revenue generated through various marketing campaigns, designated lead in eight project areas, and departmental IT contact. Perform detailed account research and analysis, devise and implement new processing procedures, and train new team members in administrative tasks.

**Editorial Assistant, *The Hedgehog Review*** 2001 - present  
Institute for Advanced Studies in Culture (IASC), Charlottesville, VA  
Assist Editor with all aspects of publishing an academic journal. Proof articles, fact check, implement marketing strategies, develop production schedule, maintain web site, input layout, and collaborate with designer and printer. Act as Client Services Manager - maintain 3,000 subscription accounts, manage database, respond to customer billing needs, process incoming payments, oversee bulk mailings, correspond with contributors, purchase supplies, track inventory, and address all customer inquiries and requests. Also serve as Office Assistant for IASC - design promotion materials, coordinate academic and social events, set up venues, answer phones, and take minutes at board meetings.

**Web Site Consultant** 2003 - 2004  
International Studies Office at the University of Virginia, Charlottesville, VA  
Collaborate with administrative staff to revamp current web site for the Study Abroad Program. Develop a working knowledge of the program by researching organizational history and progress. Improve site design and function in web authoring programs, specifically Macromedia Studio MX.

## INTERNSHIP EXPERIENCE

**Technology Intern for Professor Julian Bond** 2002 - 2003  
College Technology Internship Program, Charlottesville, VA  
Create web archive for undergraduate course, "History of the Civil Rights Movement." Design web site, establish appropriate user interface, develop dynamic online syllabus, digitize materials, document sources, and collaborate with the university's technology personnel.

**Technology Intern for Professor Aniko Bodroghkozy** 2002 - 2003  
American Studies and Media Studies Technology Internship, Charlottesville, VA  
Create web site for undergraduate course, "Film and Television in the 1960s." Create graphics iconic of the period, research media and materials of the period, write textual content, establish appropriate user interface, digitize materials, and integrate student web projects completed for the course.

**References Available Upon Request**