

Teresa E. Langston

1522 Center Fayston Rd

Moretown, VT 05660

(802)498-7310

Tlangston@madriver.com

INFORMATION DESIGNER

To work with a group of innovative people who want to engage and utilize all of my People and Project Management, Information Systems, Graphic Design, and Content Management skills

Detail Oriented w/Big Picture Sensibility →

Extensive experience working as an integral team member to continually improve business processes through facilitation and leadership by example and consensus; gathering and performing detailed analysis of business requirements; developing human computer interface designs to support those requirements through web applications; managing projects through systems development life cycles; develop and execute use cases; developing end-user documentation, both digital as well as traditional user manuals; and training curricula custom tailored to students. Highlights include:

- Strong analytical and organizational skills
- Excellent written and verbal communication skills
- Professional Business Coach with focus on new technologies and organization development
- Ability to multitask and manage time in a focused and efficient manner
- Personal commitment to continuous improvement through education

TECHNICAL EXPERTISE & PROFICIENCIES

- **Skills and Tools**

Drupal, Plone, DotNetNuke, CiviCRM, MySQL, Apache, IIS, SQL Server 2005, Visual Studio, Macromedia Flash MX, RoboHelp, Doc-to-Help, JavaHelp, Adobe Acrobat, Corel Draw & Photo-Paint, XMLSpy. Expert in XML, HTML, CSS, Coldfusion, Javascript. Familiar with code languages including Java, IRL, Visual Basic.

- **Project Leadership**

Project Management experience as well as professional facilitation skills including Focus Group development, presentation, process analysis and mapping, developing assessment and evaluation tools to assist in performance measurement.

- **Training**

Professional Business Coach Program at University of Vermont, Basic Programming Certificate from Middlesex County Computer School, Facilitator and ISO 9000 & 9001 Training at Rensselaer University; LeapIT online course in preparation for MCSE 070-098, Implementing and Supporting

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Windows 98. Certificates in Consulting Practices, Cascading Style Sheets and Coldfusion MX from IWA-HWG (International Webmaster's Association), Charter Oak State College, Online-Learning.com (affiliated with Ohio University)

- Professional Association

Member of IWA-HWG (International Webmaster's Association)

EMPLOYMENT SUMMARY

Net-Spin, Inc. 2006-present

Moretown, VT

Title: Owner/President

- Provide Web development and consulting services to the following clients:
 - Seventh Generation, Inc. as a business analyst, providing analysis of internal business processes and researching best of breed solutions, advising and designing Web 2.0 adoption strategy for marketing/e-commerce
 - VT Council on Rural Development – developed FutureofVermont.org site to support a two year project collecting interviews and supportive documents for publication.
 - Verite, Inc. – developed new, re-branded site for Verite on a Drupal platform.

Keane, Inc./Blue Cross Blue Shield of Vermont 2007-2009

Berlin, VT

Title: Senior Consultant/Web Team Lead

- Performed requirements analysis and provided Functional Specifications and Use Cases for Employer Web Portal
- Formed Web Integration Team to support all web application development
- Developed Theme package for all portals based on corporate design for look and feel for both DotNetNuke framework as well as Classic ASP pages.

American Health Care Software Enterprises, Inc. 2005-2007

South Burlington, VT

Title: Technical/Business Analyst

- Performed requirements analysis for and implementation of Content Management System for all End User and Technical Documentation. This site includes a secure database driven customer area where architecture supports continuous issue reporting, a desk reference library of all customer documentation. Industry and regulatory information is also updated frequently
- Responsible for business Analysis, requirement documentation, design and implementation of corporate Web Site
- Research, analyze and develop prototypes for enhancements to existing product lines
- Manage ongoing technical and end user documentation

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Health Management Online, Inc 2001-Present

Southington, CT

Title: UI Designer/Business Analyst

- Analysis of Business Requirements producing requirements documents, designing User Interface for all product lines, Developing all Use Cases, Technical Specifications and Documentation for an online forms processing service for the Health Care Billing/EDI industry
- Responsible for developing Customer Service functionality and design of an Administrative backend management tool for Customer Service
- Developing and executing Test Plans for Quality Assurance
- Analyzing inbound and outbound data files and mapping to and from Hmonline's Oracle database
- Design of marketing materials including a Flash promotional film.

On-Line Systems, Inc 1999-2001

Farmington, CT

Title: Project Manager/Technical Writer

- Contracted position working for State of Connecticut Departments of Information Technology and;
- Public Health Developing User Manuals and on-line JavaHelp for a statewide e-forms application
- On-site User Training at hospitals statewide System testing and analysis in the field
- Process mapping facilitation with State Laboratories Consulting on Database Development for Office of Policy and Management Consulting on Department of Information Technology Workflow project
- Needs assessment and early stage development of state-wide Web Portal prototype working with several key state agencies.

PORTFOLIO

Websites:

<http://net-spin.com>

<http://carbonshredders.org>

<http://futureofvermont.org>

<http://verite.org>

<http://gaelanbrown.com>

<http://clearvisioninst.org/>

More @ <http://teresalangston.com/webwork.html>