

Wendy S. Limaugé

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CURRENT COMPUTER EXPERIENCE

Extensive experience working with the following computer software applications: MS-DOS, Windows 95, 98, 2000, XP, Microsoft Word, Excel, PowerPoint, and Access 97/2000/XP, Microsoft Publisher 98/2000/XP, Microsoft Outlook 98/2000/XP, FrontPage 98/2000/XP/2003, HTML, PhotoShop 5.5/6.0, Adobe Photo Elements 2.0, Dreamweaver MX

CERTIFICATIONS

Certifications from Brainbench: Certified Keyboard Typist - 88 wpm, MS Excel Power User, MS Word Power User, MS Office Specialist, MS PowerPoint User, MS Outlook User, Certified Master Computer PC Essentials User, Master America Online User.

PROFESSIONAL SUMMARY

The Computer Lady1996 - present *Owner/Independent Consultant*

Use my knowledge of computers to troubleshoot, setup, and maintain computers as well as instruct clients on computer/software usage at their home or place of business. Have designed many websites including: The Town of Stonington, CT (www.townofstonington.com), Town of North Stonington, CT (www.townofnorthstonington.com), MDA-UAW Local 571 Marine Draftsmen's Union for Electric Boat (www.uawlocal571.org); Russell Portrait Studios (www.russellstudiophoto.com); Shape Postcards (www.shapepostcards.com); my personal website (www.thecomputerladyonline.com) and many, many others. Please visit my Portfolio page (www.thecomputerladyonline.com/portfolio.htm) on my website to view the entire listing of websites I have designed and/or maintain.

Computer Technician..... 1999 - 2004

New London Public Schools, assigned to Bennie Dover Jackson Middle School. Maintained, repaired, and serviced between 150 and 200 computers; trained staff during Staff Development held twice a year; worked on a one-to-one basis with staff members as needed; did training for Cisco phones; maintained detailed inventory of all computers in the building; kept file system of repair tickets.

Computer Software InstructorSept. 2000 - 2002

Stonington Adult Education, Stonington High School, Stonington, Conn.

Taught classes in Web Design and HTML. Developed curriculum for all courses.

Computer Software InstructorSept. 1997 - 2000

New London Adult Education Computer Technology Center, New London, Conn.

Taught classes in Introduction to Computers, Windows 95/98, Word 97 Level 1 and 2, Internet Basics, Internet for Fun and Profit, and Website Design. Developed curriculum for all courses.

Computer Software Instructor **June 1998 - October 1999**
Workforce Readiness, Inc., Groton, Conn.
Instructed in the computer lab full-time. Qualified for senior instructor before leaving.

Computer Lab Advisor/Instructor **Oct. 1997 - June 1998**
Groton Public Schools, Groton, Conn.
Supervised a 26 Pentium-based computer lab at Fitch High School in Groton, Conn.

Three Rivers Community-Technical College **May 1997 - 1998**
Three Rivers Technical College, Norwich, Conn.
As a part-time adjunct instructor, taught basic computer skills, word processing, Windows 95, Internet.

Assistant to the Coordinator/Liaison **August 1994 – July 1997**
Groton SeniorNet Learning Center
Acted as a liaison between the Groton Senior Center and the Groton SeniorNet Learning Center; held a position on the SeniorNet Council. Assisted in establishing the Groton SeniorNet Learning Center.

ACTIVITIES/CLUBS/VOLUNTEER WORK

DNA EpiCenter

Current: Volunteer at the Center on their Marketing and Technology committees.

SECT Women's Network

Member since April 2004

OpSail2000

Assistant to the Volunteer Coordinator

March-July, 2000: Worked with the Volunteer Coordinator to register and organize the jobs for 2,500 volunteers. Helped to maintain and modify the Access database used to house volunteer information. Created flyers, banners, and registration packets using Microsoft Word and Publisher.

Exploring New Horizons Conference

Guest Speaker

March 16, 1999 Three Rivers College, Thames Valley Campus, Norwich, CT

Spoke at this conference that hosted over 600 high school girls. As the technology specialist spoke on what it takes to be involved in a technology career. Second year guest speaker at this conference.

New England Innkeepers Association Annual Spring Meeting

Guest Speaker

March 30-31, 1998 Stockbridge, Massachusetts

As a guest speaker demonstrated the use of technology to Bed and Breakfast owners. PowerPoint, a laptop and a LCD panel were used for the presentation.

AWARDS/RECOGNITION

February 23, 2003: The Day - *feature cover story* in The Marketplace magazine entitled, "Going the Cyberway, The Computer Lady takes on a challenging field."

Available here: www.thecomputerladyonline.com/theday.htm

September 12, 1999: The Day - *article* on the front page of The Day, local newspaper in Connecticut, entitled, "Online Sweepstakes Pioneer Nets a Prize a Week."

May 13, 1999: The New York Times - *article* in the Circuit subsection of the Technology section entitled, "Cruises, Cars, Cash And No Stamps to Lick."

April 1996/1999: Certificate of Appreciation in recognition of the kind and generous donation of time, talent, and energy to the Ledyard Public Libraries.

May 28, 1996: Recipient of the "*Groton Friend of Education Award*," for service to the Groton Public Schools through the Intergenerational Pen Pal Program.

References given upon request.