

ROBERTA (BOBBIE) OFFEN

1986 PAQUITA DRIVE
CARPINTERIA, CA 93013

bobbieo@cox.net website: members.cox.net/bobbieo/ts.html

(805) 684-0160 (805)636-1183

OBJECTIVE: PART-TIME OR CONTRACT POSITION: TECHNICAL WRITER, WEBSITE DESIGN, WEBSITE MAINTENANCE, CREATOR/WRITER/DESIGNER OF MARKETING MATERIALS, TEACHER, GRAPHIC DESIGNER, ADMINISTRATIVE ASSISTANT, DESKTOP PUBLISHING, EDITOR, DATABASE ADMINISTRATOR

OVERVIEW OF QUALIFICATIONS:

- ▣ DESIGNER AND SOLE WEBMASTER FOR MAJOR CORPORATE WEBSITE
- ▣ SENIOR TECHNICAL WRITER WITH MORE THAN 20 YEARS EXPERIENCE
- ▣ OVER 30 YEARS EXPERIENCE WITH MAINFRAMES, WORKSTATIONS, IBM & MAC PCs
- ▣ ADOBE CREATIVE SUITE, FRAMEMAKER, PAGEMAKER, PHOTOSHOP, FREEHAND, MS OFFICE
- ▣ PROFICIENT ON VARIETY OF OPERATING SYSTEMS AND APPLICATIONS
- ▣ TECHNICAL APTITUDE WITH DEGREES IN CHEMISTRY, MATH, PHYSICS, AND INSTRUCTION
- ▣ EXPERTISE IN INSTRUCTIONAL DEVELOPMENT, CURRICULUM DESIGN AND TRAINING
- ▣ TEAM WORKER, HIGHLY ANALYTICAL, CREATIVE, IMAGINATIVE AND PRODUCTIVE

EDUCATION:

- ▣ B.S. UCLA; MAJOR: CHEMISTRY; MINORS: MATHEMATICS AND PHYSICS
- ▣ STANDARD SECONDARY TEACHING CREDENTIAL, UCSB
- ▣ M.A. EDUCATION, UCSB; RESEARCH AND THESIS ON MATHEMATICAL INSTRUCTION

SUMMARY OF EXPERIENCE:

- COMPUTER TEACHER/TECH DIR. MT. CARMEL SCHOOL, MONTECITO, CA FEB 06 - CURRENT
- INDEPENDENT CONSULTANT BOBBIE OFFEN TECHNICAL SPECIALTIES, CA NOV 98 - CURRENT
- DATABASE MANAGER/ADM ASSIST 40% SANTA BARBARA GRADUATE INSTITUTE, CA APR 04 - FEB 06
- TECHNICAL WRITER & WEBMASTER DIGITAL INSTRUMENTS, SANTA BARBARA, CA DEC 94 - NOV 98
- TECHNICAL WRITER /EDITOR AMBER ENGINEERING (RAYTHEON), GOLETA, CA FEB 92 - JUL 94
- MANAGER, PRODUCT QUALITY QUADRON CORP., SANTA BARBARA, CA SEP 91 - DEC 91
- UNISYS CORP. (FORMERLY BURROUGHS) SANTA BARBARA & CAMARILLO, CA JUL 82 - AUG 91
PROJECT ENGINEER, DEPARTMENT MANAGER, RELEASE SUPPORT SERVICES, SECTION MANAGER,
PRODUCT ASSURANCE AND SUPPORT, SOFTWARE SUPPORT ANALYST
- SUPERVISOR, INSTRUCTOR GRADUATE SCHOOL OF EDUCATION, UCSB JUL 81 - JUN 82
- PROGRAMMER ANALYST AMERICAN HEYER-SCHULTE, GOLETA, CA JUL 79 - JUN 81
- SUPERVISOR, INSTRUCTOR GRADUATE SCHOOL OF EDUCATION, UCSB SEP 73 - AUG 77
- MATH/ SCIENCE TEACHER SECONDARY SCHOOLS, SANTA BARBARA , CA SEP 66 - JAN 79

SIGNIFICANT ACCOMPLISHMENTS:

- ▣ CREATED GRAPHICS, EDITED AND PROOFREAD PUBLICATIONS FOR MORE THAN 10 SCIENTISTS
- ▣ DESIGNED, WROTE, AND MAINTAINED WEBSITE CONSISTING OF OVER 800 HTML PAGES AND 18,000 FILES WITH DYNAMIC, INTERACTIVE AND ACTIVE SERVER PAGES
- ▣ DESIGNED, WROTE, EDITED AND PRODUCED TECHNICAL MANUALS FOR INFRARED CAMERAS, COMPONENT TEST SYSTEMS, COMPUTER SOFTWARE, ATOMIC FORCE MICROSCOPES, DSP, AND TSP/IP HARDWARE AND SOFTWARE SYSTEMS
- ▣ CREATED EXTENSIVE INTERACTIVE ACCESS97 DATABASE FOR NONPROFIT ORGANIZATION
- ▣ CREATED WEBSITES FOR SANTA BARBARA AUDUBON SOCIETY & LOCAL ACS REGIONAL MEETING
- ▣ PLANNED AND MANAGED INTERNATIONAL SOFTWARE TRAINING WORKSHOPS
- ▣ IMPLEMENTED FIRST COMPUTER LITERACY CERTIFICATION PROGRAM FOR STUDENT TEACHERS