**Sylvia A. Rudy**

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**WORK EXPERIENCE**

**Martindale, LLC (Lawyers.com) Oct. 2017 – Present**

*Senior Website Support Specialist New Providence, NJ*

* Website customization
	+ Adjust custom widgets, CSS and Javacript/JQuery overrides, PHP theme updates, image editing, WordPress updates.
* Development, migration, and support of website and email hosting platforms.
* Workflow analysis and maintenance of documentation library.
* Resolve escalation of technical issues and process training.
* Dedicated support for high-touch clients.

**Fulcrum Logic, Inc. 2000-2001**

*Marketing Manager Fanwood, NJ*

* Design and maintenance of company web site and intranet.
* Sales/HR support, marketing, contract administration
* Wrote and distributed weekly newsletter, and quarterly newsletter.

**Novartis Pharmaceuticals 1997-2000**

*Admin to Biostatistics Department (via Randstad) East Hanover, NJ*

* Intranet Content Manager.
* Coordinated time recording for department, including department-wide reports.
* Maintained files for FDA audit.
* Prepared departmental procedures and templates.

**AT&T 1995-1996**

*Consultant (via Randstad) Parsippany NJ & Basking Ridge NJ*

* Financial coding; Desktop publishing; Procedures development; Maintaining/tracking schedules.

**EDUCATION**

**Upsala College June, 1995**

*B.S., Mathematics East Orange, NJ*

* Semester abroad, St. Nazaire, France

 **Reed College 1990-1992**

*Physics/Mathematics Portland, OR*

**SKILLS & INTERESTS**

* **Skills:** trend tracking, community moderation, social media, brand management, seo/sem, hand coding HTML/CSS, light scripting, CMS support, process development, editing, project management, web design, software documentation, training, content management, process improvement, procedures, document maintenance, technical writing,
* **Interests:** Tabletop Roleplaying, Writing, Science Fiction, Podcasts