

Lucy Day Hobor (24 Sep 2011)

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Education: Bachelor's degree

Work experience: ~7 years

Employment situation: Employed full-time

Notice period: 1 month

Seeking: Full-time employment

Gender: Female

Age: 30

Marital status: Married

Own transport: No

Driver's license: No

Citizenship: United States of America

English ability: Native U.S. English



Current employment

Savant Degrees. Singapore, June 2010 to the present.
Associate Software Engineer; Tech Analyst.

Job description encompasses both project management and engineering because the company is a small startup that requires all employees to handle a broad range of responsibilities.

] Job duties include

- requirements gathering and client communications,
- resource and schedule estimation,
- coordination among internal team members and external partners,
- customization of existing web-based content management systems,
- content gathering and tracking, content porting,
- project documentation during development and for handover,
- client training and creation of accompanying materials,
- quality assurance and testing according to standards and requirements.

Direct experience with web technologies includes

- ExpressionEngine with and without internationalization
- WordPress
- HTML, CSS, some jquery, PHP
- PhotoShop slicing

Previous employment

China Knowledge. Singapore, January 2009 to May 2010.

Editor.

- Job duties included editing business, finance, and economic news articles written by staff in China; helping oversee the production of the daily quota of articles; ensuring quality of news articles; filling in as news supervisor as needed; editing business and industrial guidebook materials; helping train new and junior writers; expanding and maintaining the style guide and writing manual; working with sales and technical teams to improve the interface, security, and traffic of the web portal.

Princeton University Press. March 2004 to October 2008.

Production Editor and Author-Compositor Coordinator. January 2008 to October 2008. *Associate*

Production Editor and Author-Compositor Coordinator. July 2005 to January 2008.

- Production Editor job duties included: simultaneously managing multiple book projects from unedited manuscript through printing and binding; collaboration with editorial, design and illustration departments; collaborating with freelance copyeditors and compositors; upholding schedule and quality expectations.
- Author-Compositor Coordinator job duties included: handling of math, economics, and science book projects using LaTeX typesetting; improving author materials relating to books typeset with LaTeX; providing direct support to authors with LaTeX trouble; providing support and training for colleagues in multiple departments.

Sales Assistant. March 2004 to July 2005.

- Job duties included providing administrative/clerk support for sales staff; using office software such as Word, Outlook, Excel, and Access plus Photoshop & Quark; providing customer service by phone and e-mail; scheduling meetings; creating metadata.

Office Team. Full-time, January to March 2004.

- *Competitive Intelligence Research Assistant.* Temporary worker for Educational Testing Service. Job duties included task planning, online research, data entry, and training of other data entry assistants.

University of Chicago Department of Computer Science. Part-time, Sept 2002 to June 2003.

- *Tutor.* Aided college students with computer programming problems.

American Computer Experience. Full-time, July to August 2001.

- *Camp Counselor/Instructor.* Taught and inspired teens to program.

University of Chicago Department of Linguistics. Part-time, January to June 2001.

- *Research Assistant.* Performed research involving both linguistics and programming.

Skills and qualifications

- **Project Management**

I feel confident in communicating with all types of stakeholders and in gathering data and projecting time and cost estimates for the projects assigned to me. I know how to be the bridge between a client or stakeholder and the people who get things done.

- **Book Publishing**

Over four years in the book publishing industry in two different departments at one of the major American academic presses taught me a lot not just about project management but also about how books are inspired, written, edited, printed, stored, marketed, sold, and distributed, even as the industry is changing with the stabilization of new technologies such as ebook readers and print-on-demand.

- **Editing**

I was trained to edit text for clarity, consistency, and correctness according to specified style guide. After that, I spent more than a year as an editor, doing little else all day besides thinking deeply about English language sentences and why they have to sound the way they have to sound. I love words. I was a Linguistics major. I have a seven-foot-tall shelf full of books about English, language, alphabets, spelling, grammar, linguistics and speech.

- **Software, Programming and Web Development**

I was also a Computer Science major, so I have skills for creating, storing, retrieving, formatting and displaying digital content. I'm an advanced user of MS Office (Word, Excel, Outlook and Access) and have experience with Dreamweaver, Photoshop, and Quark. I've got HTML/CSS/JS skills and even some PHP/MySQL/Apache skills too. I've built sites with ExpressionEngine and WordPress as well as raw HTML and PHP.

Education and awards

University of Chicago, 1999 to 2003

B.A. Linguistics, B.S. Computer Science, Honors in the college, 2003

Cumulative GPA: 3.706500

University Scholar (four-year merit-based award of US\$8,000/year from the University)

Woodward Academy, 1995 to 1999

High school diploma, summa cum laude graduate, 5th out of 238 students

Gold Eagle Honor Roll (1995 to 1999)

Scholastic Aptitude Test (SAT) score 1590 (possible 1600)

National Merit Scholar (merit-based award of US\$2,000)

Various foreign language awards for French and Spanish language study

Personal characteristics & hobbies

I am reliable, detail-oriented and self-motivated, and enjoy interacting with a wide range of people. I independently pursue various arts & crafts. I read over 20,000 pages (about 100 books) every year. I enjoy inline skating. I also build websites.