



# Jenni Simonis

Internet Presence Manager  
Forward Support Incorporated  
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## Experience:

### Internet Presence Manager

Forward Support, Portland, OR - (9/2008 – Present)

- Design, build, and administer web sites using the Drupal Content Management System
- Design and customize CiviCRM database for donor, volunteer, and customer information
- Technical support for web hosting accounts
- Support and advice for web presence and blogging and E-Fundraising
- Setting up, maintaining, and giving support for email lists
- Training, including VAN, turf cutting, and aspects of setting up and running a canvass and/or phone bank

### Internet Presence Consultant

Nu-Look Media, Portland, OR - (6/1998 – Present)

- Build and maintain sites for various non-profits, political organizations, small businesses, and community groups
- Experience setting websites with up donation, E-commerce and membership systems
- Train site owners, staff and volunteers how to use and add content to the websites
- Set up and maintain email accounts, listservs, website reporting and custom interfaces
- Prior clients and projects include: Ann Lininger for Clackamas County, Carlotta Collette for Metro, Arts for LA, The New Mexico Coalition to Repeal the Death Penalty, Gresham Public Safety Levy, Democratic Party of Oregon, Steve Novick for U.S. Senate, Cyreena Boston for State Representative, Dan Thackaberry for State Representative, Ruth Adkins for Portland School Board, Multnomah County Democratic Central Committee, Linn County Democrats, Portland City Commissioner Nick Fish
- Samples of prior work can be found at: <http://www.nulookmedia.com/portfolio>

### Democratic Field Director

Multnomah County Democratic Central Committee, Portland, OR - (3/2006 – 2/2007)

- Recruited, trained and directed over 300 organizational volunteers
- Developed materials for our ballot party program, including postcard invitations, explanation brochure, slate card, and a voters guide
- Organized and supervised phone banks and canvasses
- Wrote internal field campaign plans and coordinated external field campaign plans

### Elections Worker

Multnomah County Elections Division, Portland, OR - (10/2004 – 11/2004)

- Answered voter's questions and assisted them in properly completing appropriate forms
- Verified signatures on ballots
- Input voter registration cards into the database and updated voter registrations

## Constituent Services Representative

Congressman Nick Lampson, Galveston, TX - (9/1997 – 1/1999)

- Assisted constituents to help solve issues and problems with state and federal agencies
- Designed processes and documentation for recording constituent phone calls to ensure they were properly documented and that prompt replies were made
- Served as in-state manager of office's Customer Relationship Management (CRM) system

## Professional Skills:

### Political & Community Action

- served on Gresham's Fire Safety Subcommittee
- served on Gresham's Rental Inspection Task Force
- prior President, NE Gresham Neighborhood Association
- past Board Member, Alvin-Manvel YMCA
- Technical support contact for the Democratic Party of Oregon
- Developed and maintained various websites, CRM's and CMS's for campaigns
- Provided technical and political services to Nick Fish and Governor Kulongoski's campaigns
- Trained in volunteer coordination and campaign organizing
- Built original www.multdems.org web site in late 2000 as a volunteer
- Creating information and fundraising websites for various candidates and organizations

### Internet Presence

- Over 12 years of web site development using HTML, CSS, PHP, and database backends
- E-commerce using various third party payment systems
- Expert level Drupal Content Management System (CMS) site developer and administrator
- Design newsletter template creation and email distribution systems
- Experienced Internet graphic designer

### Technical

- Experienced on both PCs and Macintosh
- MS Office suite, including Word, Excel, Access, and Publisher
- Adobe Dreamweaver
- Adobe Photoshop
- Microsoft Expression Web
- FTP, SSH
- CPanel and WebHost Manager
- Digital photography
- Scanning text and photos

### Training

- Trained others in web page design, using the Internet and basic/intermediate PC use
- Led numerous committees on topics such as technology, communications, and events
- Developed and conducted training for Drupal and Voter Activation Network (VAN)

### Data Entry

- Typing speed is 66 wpm
- Data entry speed is 187 kpm
- Experience using VAN and cutting turf

## **Education:**

College of the Mainland while in high school with a focus on Communications  
University of Houston, Honors College with a focus on Communications and Computer Science  
Mt. Hood Community College, Computer Information Systems—Web Design and Webmaster;  
expected graduation Spring, 2011 with Associates of Applied Science

## **Personal Philosophy:**

I have a passion for increasing participation in civic and community action through advocacy, volunteerism, and education. I enjoy assisting candidates and campaigns, community groups, and non-profits in utilizing the Internet and advanced communication that enable to keep people informed and active.

Through two decades of community involvement, I've learned a lot about community and political action that I've been able to translate into effective online activism.

## **Hobbies:**

Scrapbooking, reading, writing, travel, and photography. I enjoy spending time with my daughter gardening and teaching her about why being involved in our community is important.