

**Judy R. Johnson**

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Seeking positions both contract and other, to use my Web Design and Adobe Certificates. I am also interested in using my intensive experience in aerospace supporting roles, my skills in MS Excel (Expert level), in web creation and maintenance (HTML/CSS and SQL), and in writing of all sorts, especially Technical Documentation and copy editing.

## **Experience**

### Web Content Update Specialist

On contract through The Creative Group (Robert Half) at Tulalip Data Services in Tulalip, WA, July 2016 – February 2017.

Updating webpages fulltime using custom in-house applications based on html/CSS as well as Visual Studio, Beyond Compare, DotNetNuke, Bally Software, and others as needed. Creating forms and logs in MS Excel to track input and output.

### Staff Analyst II

On contract through PDS Technology at Boeing in Everett, WA, April 2015 – April 2016

Designing and providing advanced-Excel status-metrics reports from eTRAC and Ad Hoc data (formerly done by Supply-Chain Analyst), ordering supplies using a SSPN account, and all else, supporting Senior Manager in Mfg. Supply Chain with calendar management and meeting preparation.

### Quality Analyst II

On contract through Volt Workforce Solutions at Panasonic Avionics Corporation in Bothell, WA, June 2014 – February 2015

Downloading, refining and presenting Quality Assurance Data, developing Users Manuals for the process after participating in upgrading the methodology, which involved innovative Pivot Tables and spreadsheet design.

Miscellaneous Analyst contracts at Boeing through various staffing agencies – 2010-2013

### Engineering Technical Support Tech

On Contract at Boeing through PDS Tech, Inc.: October 2006 – March 2009

Develop and maintain reporting and transition of Liaison Engineering reports from one online system to another; Technical Documentation of these processes, training others on my methodology innovations.

### University of Washington – 2000-2004

Administrative Assistant to a Principal Investigator in Biochemistry Research, doing Grant Reports, highly complex MS Excel budget charts, and MS PowerPoint scientific presentations and posters; before that, I was Office Support Supervisor for Grant and Contract Accounting. In both positions, I organized meetings and events, finalized minutes and reports, and was active in Quality Assurance.

## World Health Organization in Geneva, Switzerland – 1985-1998

For thirteen years I served WHO, supporting computer-use and training, budget, administration, scientific- and medical-publication preparation. As well, I did copy editing (My Director informed me that the Publications Department editor said one of my submissions was the first book-length she had ever received for which she did not need to make a single correction), database development, medical/scientific transcription, gopher editing (UNIX), international meetings (some very large), and employee community activities.

## **SPECIALIZED SKILLS**

- Writing, copy editing, proofreading, website and desktop publishing of scientific, technical, legal and medical documentation – all have been enhanced by lifelong spelling and grammatical expertise. (It's a good thing to be raised by "schoolmarm" – I nearly "aced" the SATs in English skills, back in the day.).
- Experience in legal, scientific, medical, and real estate fields (former RE license holder), practical and theoretical knowledge of agri-business, organizing very large scientific events and video conferences, scheduling, payroll, travel, transcription, and manuscript preparation for degrees.
- Power user of most major software programs, especially MS Office – in MS Word I organize very large documents and in MS Excel I routinely use advanced functions such as pivot tables and VLookup. I create decks, presentations, and forms, and I use MS FrontPage and html editing on websites (also use other web packages, and SQL), work with MS Visio, MS Access (designing databases from scratch), and MS Project. Can use Macs and Adobe software, have learned CAD/CAM packages, and was using ESRI ARC-GIS for planning and mapping for a Red Cross volunteer gig. Have furnished technical support of accounting software packages.
- Project design, setup and training, using commercial software, and analysis of database and spreadsheet statistical data for process improvement; problem solving and troubleshooting.

## **EDUCATION**

As of the end of Fall Quarter 2018, I will have completed a Certificate in Web Design, and simultaneously, an Adobe Certificate. My GPA as of August 2018 is 3.98. As of the end of Winter Quarter 2019, I will complete a two-year degree — Multimedia-Web Designer, AAS.

My website is presently being revised, but right now it is to be found at:

<http://www.jj-webdesign.com/Index2.html>

Prior to this latest spate of education at [Skagit Valley College](#), I achieved more than four years of university education (at UCSB and SDSU) but no degree, and have taken numerous courses and classes since then, along with extensive reading and research in whatever interests me. In the Summer of 2009 received an "A" on a CatiaV 3D CAD drafting course, which will enable me to initiate engineering graphics as well as text for Technical Documentation (I also completed all the Intermediate Course exercises, not for credit, while coaching another student).

## **ACTIVITIES AND HONORS**

I was Treasurer of the Board of Directors, Port Susan Camping Club and on the Board for eight years; and I served on the PSCC Rules Committee twice. Sometimes organizers invite me to be a Professional Panelist at Science Fiction and Fantasy fan club events. I am a published writer of fiction and non-fiction and have been the Editor of newsletters and Deputy Editor of a glossy magazine (UN Special). Volunteer stints include helping at the NOAH animal shelter and serving the Red Cross in its Local HQ Planning Department after the Oso Mudslide Disaster.