
CHRISTINA NIMMO

EDUCATION AND COMPUTER TRAINING

Master of Arts-History, Colorado State University, May 1994

- *Specialization in Chinese/American Foreign Policy*

Bachelor of Arts-History, Colorado State University, December 1989

- *Specialization in Asian Studies*

WORK EXPERIENCE

Technical Writer/Website Administrator, AATA International, Inc. Fort Collins, CO August 2005 – present

- Provides technical and computer support for AATA employees and network.
- Maintains network and works directly with project manager to support environmental due diligence and website updates.
- Serves as technical advisor for project operation.

WebCT Administrator/Writer, Colorado State University, Fort Collins, CO June 2002 – April 2005

- Served as the WebCT (Campus Edition 4.1.4.7) administrator.
- Provided WebCT IT support to departments and CSU campus for Windows and Macintosh users.
- Maintained 2,500 Resident Instruction and Distance courses.
- Provided training workshops on WebCT. Topics included, Introduction to WebCT (Bootcamp), Learning the WebCT Communication Tools, Understanding the WebCT Gradebook, Learning the WebCT Quiz/Survey and Assignment tool and WebCT Tips and Tricks for Uploading Content.
- Created and developed WebCT technical documentation.
- WebCT liaison for Colorado State University, including the implementation of WebCT and computer standards within the university.
- Provided the main support for WebCT on campus, encompassing technical and development issues for instructional use.

Senior Technical Writer, Stellent Inc., Eden Prairie, MN December 2000–May 2002

- Coordinated the documentation, and testing of Stellent Content Server document management system.
- Sole writer and content developer for the System Administration guidelines.
- Designed the *Integration and Implementation Guide* for the Stellent Content Server. Included analysis of LDAP, Active Directory Server, and Web server integration.

Web Developer/Network Administrator, Colorado State University, Engineering Department, Fort Collins, CO January 1999-September 2000.

- Designed and maintained the College of Engineering web site (<http://www.engr.colostate.edu>).
- Served on the Web Standards committee which developed the first web development standards for Colorado State University.
- Developed the first web training course using the standard web protocol agreed upon by the Web Standards committee.
- Taught and developed training courses for *Introduction to Web Design* using Dreamweaver 3.0, Photoshop 5.5, and Paint Shop Pro.
- Developed training documents for basic HTML, introduction to Dreamweaver 3.0, and Photoshop 5.5.
- Provided technical and desktop support for Engineering faculty and staff. This included, web development, operating system configuration, and desktop standards.
- Served as a support administrator for hardware, and software issues.
- Served as Unix, and NT administrator for all Engineering Colleges.

Senior Technical Writer, Canadian Imperial Bank of Commerce, New York, NY September-November 1998.

- Created documentation for Y2K compliance remediation.
- Worked closely with various CIBC divisions to implement a regimented testing schedule.
- Completed documentation for hardware and software utilities spanning multiple operating systems.

Technical Writer, Information Builders, New York, NY September 1997-August 1998.

- Responsible for documentation and product design work for Client/Server Netware.
- Completed documentation for NT, UNIX, and MVS System Administration Server Manuals.
- Completed documentation for EDA Copy Reporting Middleware.
- Tested new Java interface database systems, and designed documentation for these procedures.

Technical Writer, Insight Data, Fort Collins, CO February 1996-June 1997.

- Provided software support for all clients within the Insight Data company.
- Completed documentation manual, and graphic design for windows-based travel software.
- Tested software, and designed user interface for new database systems.
- Designed software, and provided support system analysis.
- Developed query application reports and forms.
- Provided support and training for user interface and database query application.

INFORMATION TECHNOLOGY LEADERSHIP

University Information Technology Committee, co-chair – June 2002 – April 2005

University Technology Standards Committee - January 1999-September 2000

TRAINING/FACILITATION EXPERIENCE

Colorado State University

WebCT Workshops

Taught class sessions on how to use WebCT course tools and best practices for web design.

Professional Development Institute

Presented workshops on WebCT topics for college faculty and staff.

University Accessibility Days

Presented information on how WebCT can be integrated with accessibility software.

New Employee Orientation

Taught classes on how to use WebCT for academic and research use.

SKILLS

Skills: Dreamweaver MX, Flash MX, Adobe Photoshop CS, Visio 2000, CorelDraw 7.0, FrameMaker 7.1, PageMaker 6.0, Adobe Professional 6.0, RoboHelp 9.1, Exeed, HTML and vi. Familiar with Drumbeat 2000, Cold Fusion 4.0, and Java Script.

Databases: Access, and Paradox.

Operating Systems: Windows 95/98/NT/2000/XP (admin), UNIX/HP-UX (admin).

Networking: TCP/IP, DHCP, Modem/PPP/SLIP, telnet, and FTP protocol.

Web Servers: Netscape Enterprise Server, and IIS.

Background in foreign languages including, Japanese, Chinese, and Korean.

Updating Windows NT to 2000 Server

Mindsharpe, Edina, MN Completed – May 15, 2001.

Dreamweaver 3.0

New Horizons Computer Learning Center, Denver, CO Completed-April 6, 2000.

INTERNSHIPS AND POST-GRADUATE EXPERIENCE

Foreign Expert, Xi'an Institute of Geology, Xi'an, Shaanxi Province P.R. China, Fall 1995-Spring 1996

- Taught American History to post-doctoral students for PH.D requirement.
- Worked with post-doctoral students in English and Chinese.
- Studied Mandarin Chinese at the Foreign Language Institute in Xi'an.

Foreign Expert, Shandong Agricultural University, Taian, Shandong, Province P.R. China, Spring 1995-Summer 1995

- Taught American and European History to post doctoral students.
- Served as international liaison for the University.
- Continued studies in Chinese Literature and Philosophy.

Editor/Writer Assistant, Engineering Development Office, Colorado State University, Fort Collins, CO Fall 1994

- Coordinated student and community events within the Engineering Dean's Office and the Office of Development.
- Provided writing, editing and desktop publishing services for department magazines.