

deanna zandt

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(please email me for phone and address contacts)

WORK EXPERIENCE

Creative Administrator / Development Director **New York, NY** **7/2003 - present**
Bowery Poetry Club / Bowery Arts & Science

- Manage Bowery Poetry brand throughout all communications (print, email, web, press, etc.)
- Assist with all aspects of large event production, from conception to execution
- Develop new extranet for event management
- Define, create and implement new 501(c)(3) organization to seek out arts funding
- Deliver real-world experience to a wild bunch of poets while learning how to effectively and truly blend the creative world and the business world
- Manage 6-person intern staff
- Executed 1,000-piece direct mail campaign in under 4 weeks, raising initial start-up funds for new non-profit

Political Arts and Activist Organizer **New York, NY** **8/1975 - present**

- Design, develop and provide editorial management for www.regimechange.org
- Political Events Coordinator of Federation of East Village Artists / HOWL! Festival
- Not An Alternative Arts Event Producer
- Events Producer (NYC) for AlterNet.org
- Freelance writer, designer, researcher and go-to grrl for AlterNet.org
- Editor of AlterNet's Guide to NYC for the Republican National Convention (Team coordination, writing, editing)
- Provide research + design for Fight Fox campaign

Independent Consultant and Knowledge Sorceress **New York, NY** **10/2001 - present**
Community-based Marketing Solutions

- Design, develop and maintain small-business websites (i.e., www.daroth.com)
- Create marketing materials and advertising design for local small businesses (i.e., take-out menus for local restaurants; examples available on request)
- Present event planning solutions and assistance in execution
- Created and managed guerrilla marketing campaign for independent film documentary, *Sex With Strangers*, from the creators of HBO's *Taxicab Confessions*

Manager, Information Systems **New York, NY** **10/2001 - 3/2004**
T-Systems North America, Inc. (subsidiary of Deutsche Telekom AG)

- Manage implementation of network documentation databases for Global Network Factory NA
- Establish processes and standards for entering new data
- Restructure and redesign intranet site to coexist with network documentation
- Produce weekly, monthly and quarterly reports detailing network performance, key metrics, cost analysis, major project status and organizational issues

Munn Rabôt **New York, NY** **10/2000 - 10/2001**
Director, Interactive Services

- Managed designers, developers and copywriters throughout interactive projects
- Coordinated scope of projects, timelines and resources
- Directed system administrator in management of network
- Supervised emerging technology research team
- Provided maintenance to internal systems (Mac file servers, Retrospect backup systems, PC/Mac and connectivity troubleshooting)
- Created and maintained organizational system for archiving of art material
- Developed and implemented traffic databases agency-wide to improve project efficiency
- Assembled new business materials (PowerPoint, interactive, traditional media)
- Provided training to non-interactive staff in basic and advanced Web concepts
- Maintained agency website (www.toolbox.com)
- Organized social events and stress-relievers
- Delivered slapstick humor and explained obscure references to pop culture

Munn Rabôt
Web Producer

New York, NY

10/1999 - 10/2000

- Developed HTML and Flash content for client-based and internal projects
- Assisted clients' tech staffs with integration of branding throughout all interactive media
- Developed interactive new business materials
- Worked with Director of Interactive Services on researching developing technologies, focusing on the wireless sector
- Designed, developed and maintained agency website
- Troubleshoot PC/Mac and connectivity issues
- Assisted system administrator in recommending IT-related procurement
- Acted as source for agency-based wagers on what next hair color would be

Deutsche Telekom North America

New York, NY

3/1998 - 10/1999

Finance Assistant

- Assisted in eight-month implementation of SAP accounting software
- Trained and informed colleagues of technical aspects of SAP implementation through daily contact with development consultants
- Assembled and maintained new databases required for SAP implementation
- Assisted in software development for IP-telephony trial
- Managed all revenue concerns and developments for IP-telephony trial
- Supported LAN System Administrator with conversion from Macintosh to PC network
- Created monthly revenue reports concerning international leased line circuits
- Wrote procedures and regulations concerning corporate budgeting and spending
- Facilitated quarterly reporting procedures regarding relationships to headquarters in Bonn
- Assisted CFO and Corporate Financial Manager in daily activities of Finance department
- Managed Accounts Payable and Accounts Receivable schedules
- Administered employee health benefits

Department of Residential Life and Housing, SUNY-Albany

1/1995 - 12/1997

Resident Assistant

- Assist in the educational and personal development of students
- Build community through hall- and campus-wide residence programming
- Perform crisis intervention, resolve conflicts and enforce University policy
- Specialist in multi-cultural relations and sexual assault/domestic violence counseling

EDUCATION

University at Albany, SUNY Albany, NY

Honors Bachelor of Arts, Linguistics

Minor: Business. GPA: 3.74

Dean's List of Distinguished Students, 4 consecutive years

First student at University at Albany to complete Honors Program in Linguistics

Member of Phi Beta Kappa National Honor Society

SKILLS

Flash, Photoshop, Illustrator, Dreamweaver

HTML, JavaScript, PERL, dHTML

MS Office, MS Project, FileMaker Pro, Visio Professional

PC-specialized; Mac-fluent

Telnet, FTP, intermediate networking and connectivity knowledge

Fluency in German; proficiency in Spanish and French; basic Japanese

Excellent interpersonal and managerial skills; public speaking skills are top-notch

Can act as translator between users and web professionals

Ability to steer through any city in the world using mutant navigation powers

INTERESTS

New York City history; global and local progressive activism; European travel; works by Milan Kundera, Douglas Adams, George Lakoff; Charles Bukowski; poetry; yoga; biking.